SIRIM
Online Application For Certificate of Approval For Importation of Goods.

IRON & STEEL
User Guide

Trader Module

Version 1.0

12 August 2011

Dagang Net Technologies Sdn. Bhd.

Tower 3, Avenue 5, The Horizon Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Tel: +603-2730 0200 Fax: +603-2713 2121

Table of Contents

Contents

Introduction 3

Conventions 4

1 Getting Started With ePermit 5

1.1 Logging In 5

1.2 Logging Out 7

1.3 Trader Profile 8

2 Permit Application 9

2.1 Apply Import Permit 9

2.2 Additional Details section 19

2.2.1 Industry Sector 19

2.2.2 Type of Application 20

2.3 Save Application and Proceed 68

2.4 Add Import Item 70

2.5 Supporting Document 84

2.6 Edit Permit Application 98

2.7 Copy Permit Application 100

2.8 Delete Permit Application 102

2.9 Submit Permit Application 103

2.10 View Permit Application 104

3 Advance Search and Navigation 106

Introduction

ePermit is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). It enables importers and appointed forwarding agents to apply for permit from Other Government Agencies (OGA) or commonly known as Permit Issuing Agencies and obtain the approval online via the internet. Approved permits from OGA will be transmitted to Sistem Maklumat Kastam (SMK) electronically for validation and cross reference purposes against Customs declaration.

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading summary and product database. There are three modules assigned to different groups of users such as Importers, Forwarding Agents and Other Government Agencies.

1. **Trader (Importer) Module**

   Enabling importers to apply for permit online and submit their applications for approval via the Internet.

2. **Forwarding Agent Module**

   Enabling appointed forwarding agents to apply for permit online on behalf of the importers and submit their applications for approval via the Internet.

3. **OGA Module**

   Enabling OGA to investigate, verify, approve and reject the permit applications received and send the updated status of permit applications electronically via the Internet. The module also includes OGA Admin to maintain database information, to manage archive permits and to generate daily statistical reports online and offline.

In this guide, you will have a deeper understanding of eCOA SIRIM Iron & Steel system with step by step help. By the end of this guide, you will benefit from the system as it reduces turnaround time, easy to use, convenient and offers multi-tasking.

User

The targeted user of this user manual is the Trader.

Conventions

Icon	Description	Function
Edit Profile	Edit Profile	To edit profile
Help	Help	To view quick guide
Search	Search Text Box	To search for application
Show	Show	To show filtered search result
Apply	Apply	To apply import/export permit
Submit	Submit	To submit permit application
Add	Add	To add item
Reset	Reset	To undo changes or clear fields
Delete	Delete	To delete item
Close	Close	To exit
Copy	Copy	To copy application
Cancel	Cancel	To exit/return
Save	Save	To save changes
☐ ☑	Checkbox	To check/uncheck application
<	Previous	To go to previous page of a list
>	Next	To go to next page of a list

1 Getting Started With ePermit

1.1 Logging In

Before logging in, you must ensure that you have the correct username and password for Single Sign-On (SSO) at myTradeLink.

You may login via **www.mytradelink.gov.my** or **epermit.dagangnet.com**.

To login using **epermit.dagangnet.com** portal, please follow the steps below:

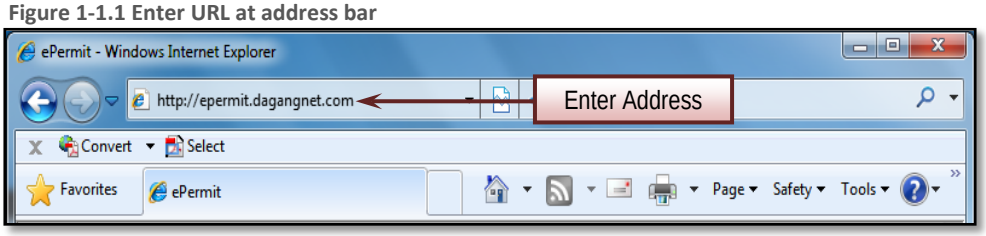
Step 1 Launch Internet Explorer Browser

Figure 1-1 Launch Browser

- In your PC desktop, double click the **Internet Explorer (IE)** to launch it**.**

Step 2 Enter URL (Uniform Resource Locator) At Address Bar

Figure 1-1.1 Enter URL at address bar

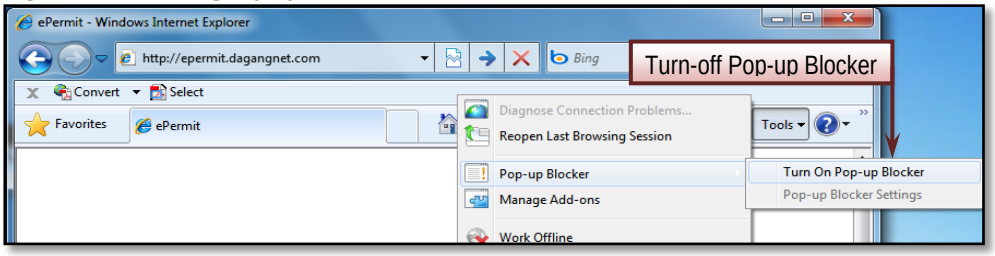


- In Internet Explorer, go to address bar.

  Enter: **http://epermit.dagangnet.com**

Step 3 Disabling Pop-up Blocker

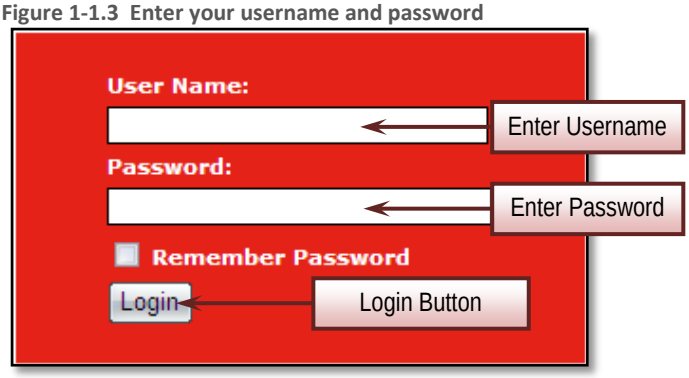
Figure 1-1.2 Disabling Pop-up Blocker



- From the toolbar, select **Tools > Pop-up Blocker > Turn Off Pop-up Blocker** to disable the **Pop-up Blocker**.

Step 4 Enter Username And Password

Figure 1-1.3 Enter your username and password



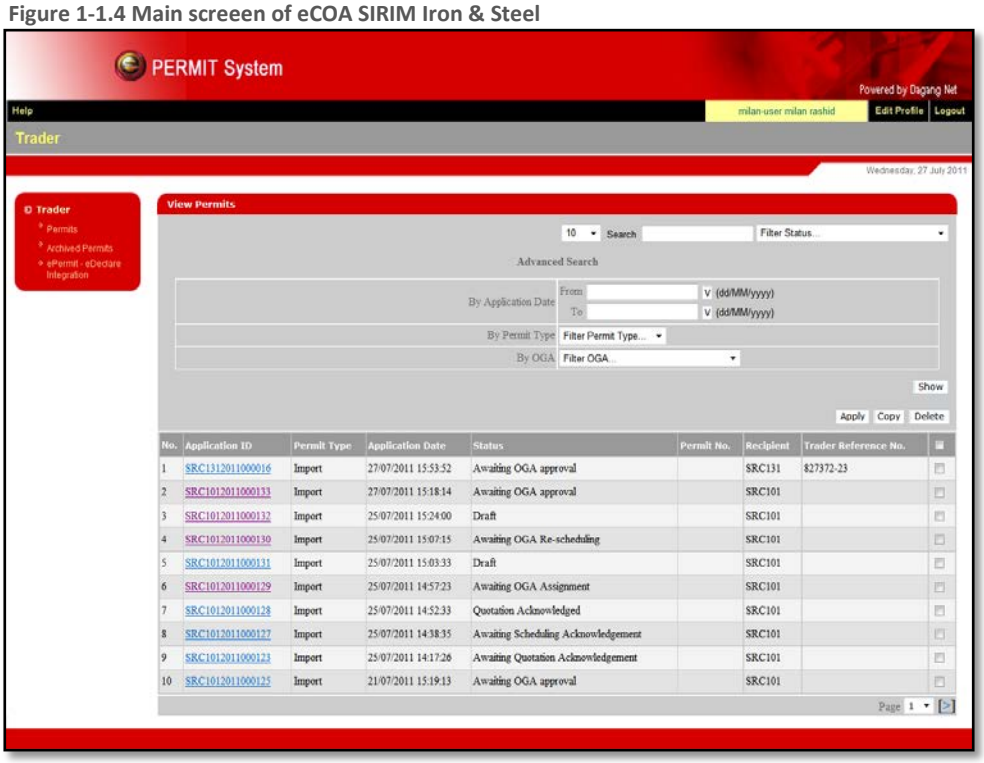
1 Enter **Username** and **Password.**

2 Click on the checkbox ☑ **Remember Password** to disable automatic logout if there were no activity above 30 minutes.

3 Click on the Login button to access the system.

4 The system will display the main screen.

Figure 1-1.4 Main screeen of eCOA SIRIM Iron & Steel



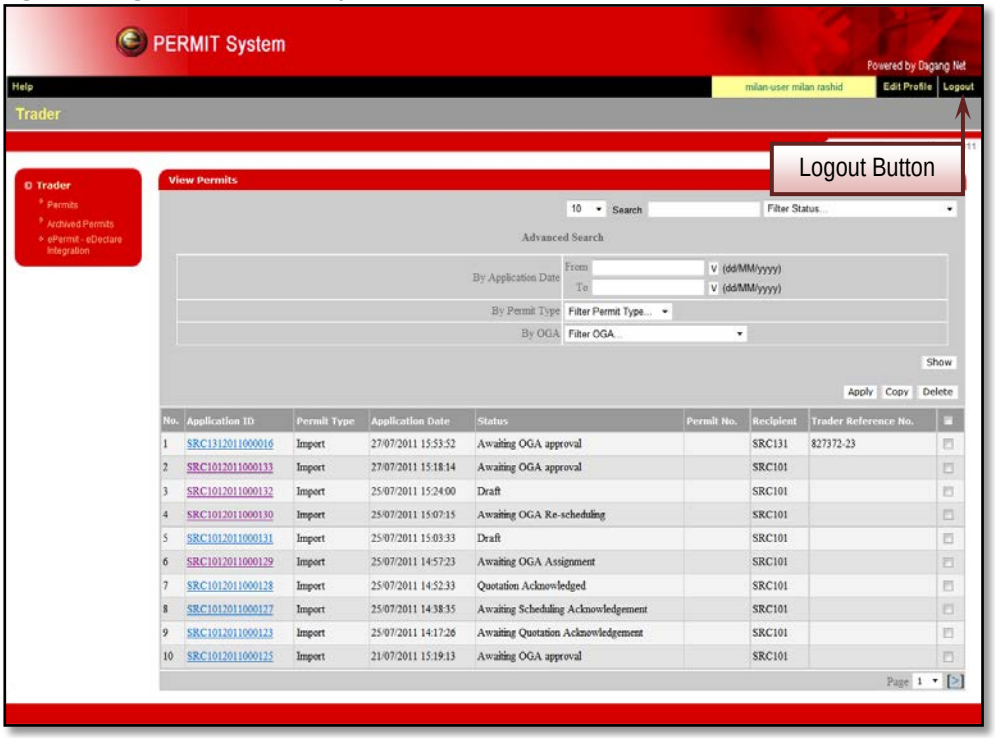
1.2 Logging Out

Once done with permit application, you are advised to logout from ePermit.

To logout, please follow the steps below:

Step 1 Logging Out

Figure 1-2 Log out from ePermit system



- Click the **Logout** button to logout from **ePermit**.

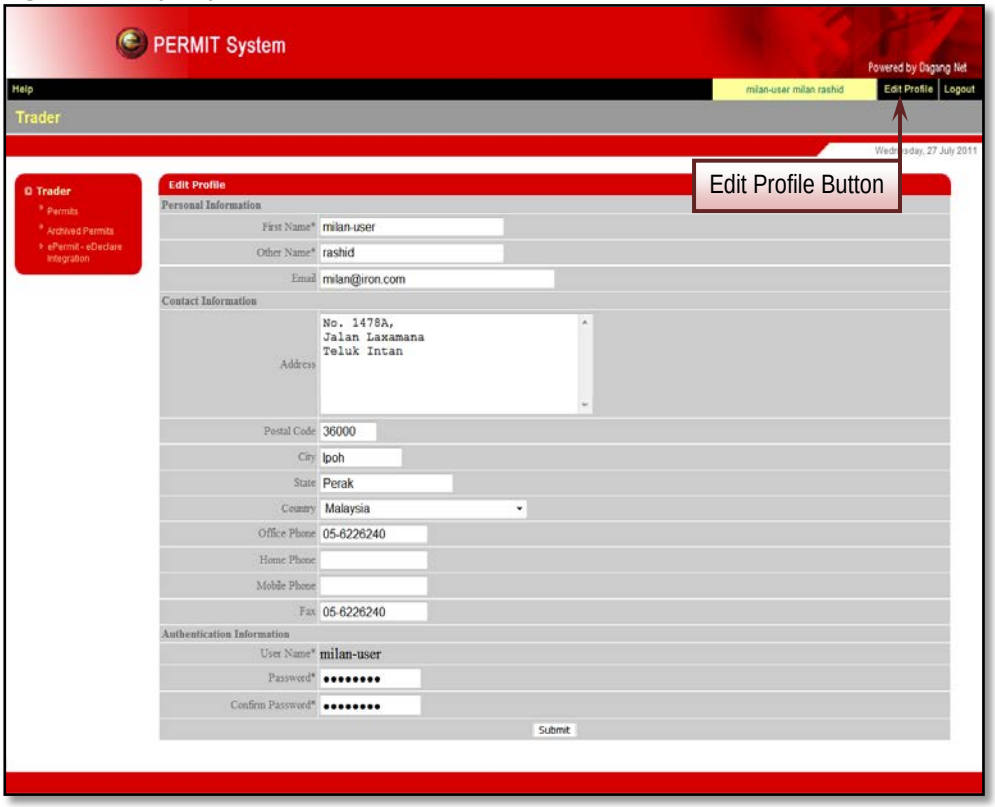
1.3 Trader Profile

In your first successful log in, you may edit your personal information, contact information and authentication information at the ***Edit Profile*** screen.

To edit profile, please follow the steps below:

Step 1 Edit Profile

Figure 1-3 Edit your profile



1 To edit your profile, click on the Edit Profile button.

2 Enter the necessary information into the field.

NOTE: Item labeled with * are compulsory.

3 To change your password, enter new password in the **Password** field.

Figure 1-3.1 Enter new password

4 Enter the new password again in the **Confirm Password** field to confirm your password.

Figure 1-3.2 Reconfirm your password

5 Click on the Submit button to submit the profile once done.

2 Permit Application

The system allows you to apply, edit, copy, delete and submit:

- Import Permit

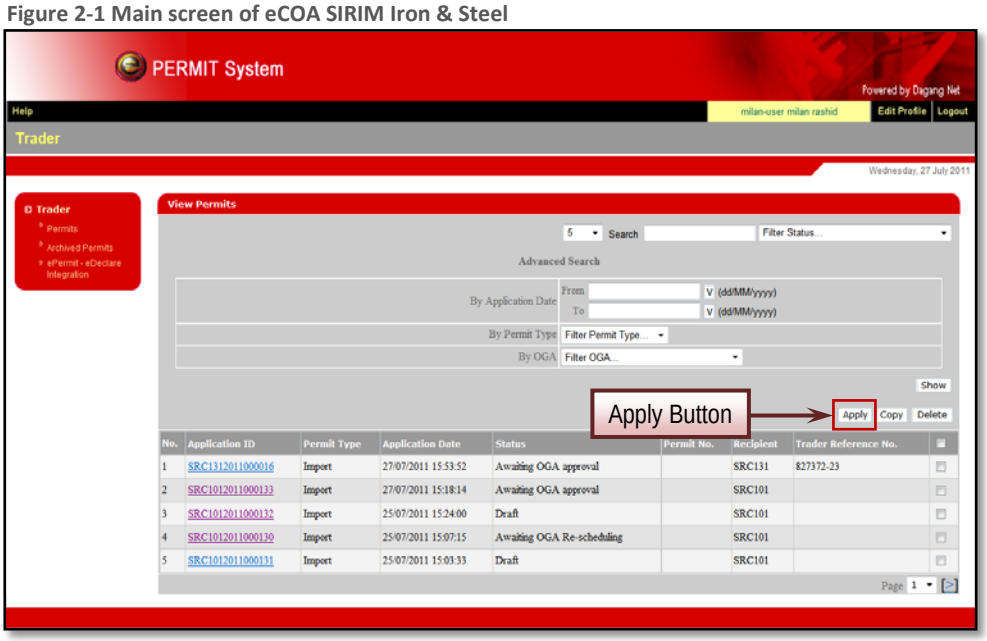
It also allows you to view an application and search for applications.

2.1 Apply Import Permit

To apply for an import permit, please follow the steps below:

Step 1 Apply Permit

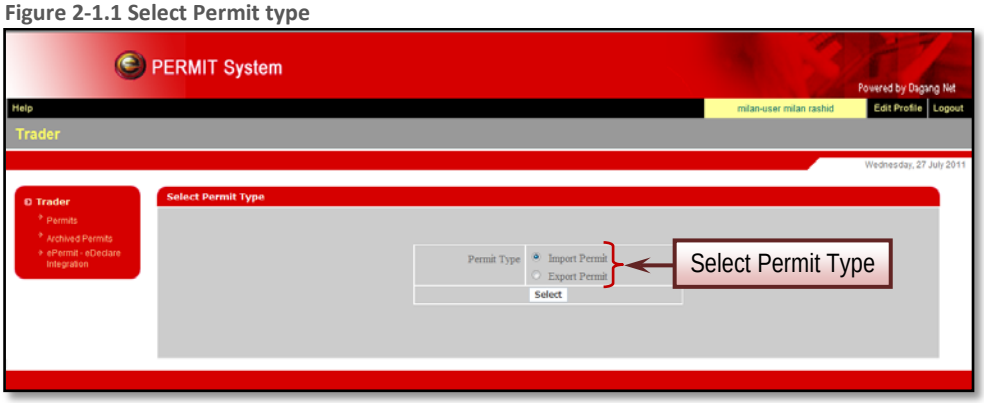
Figure 2-1 Main screen of eCOA SIRIM Iron & Steel



1 Click Apply button to apply for a permit.

Step 2 Select Permit Type

Figure 2-1.1 Select Permit type

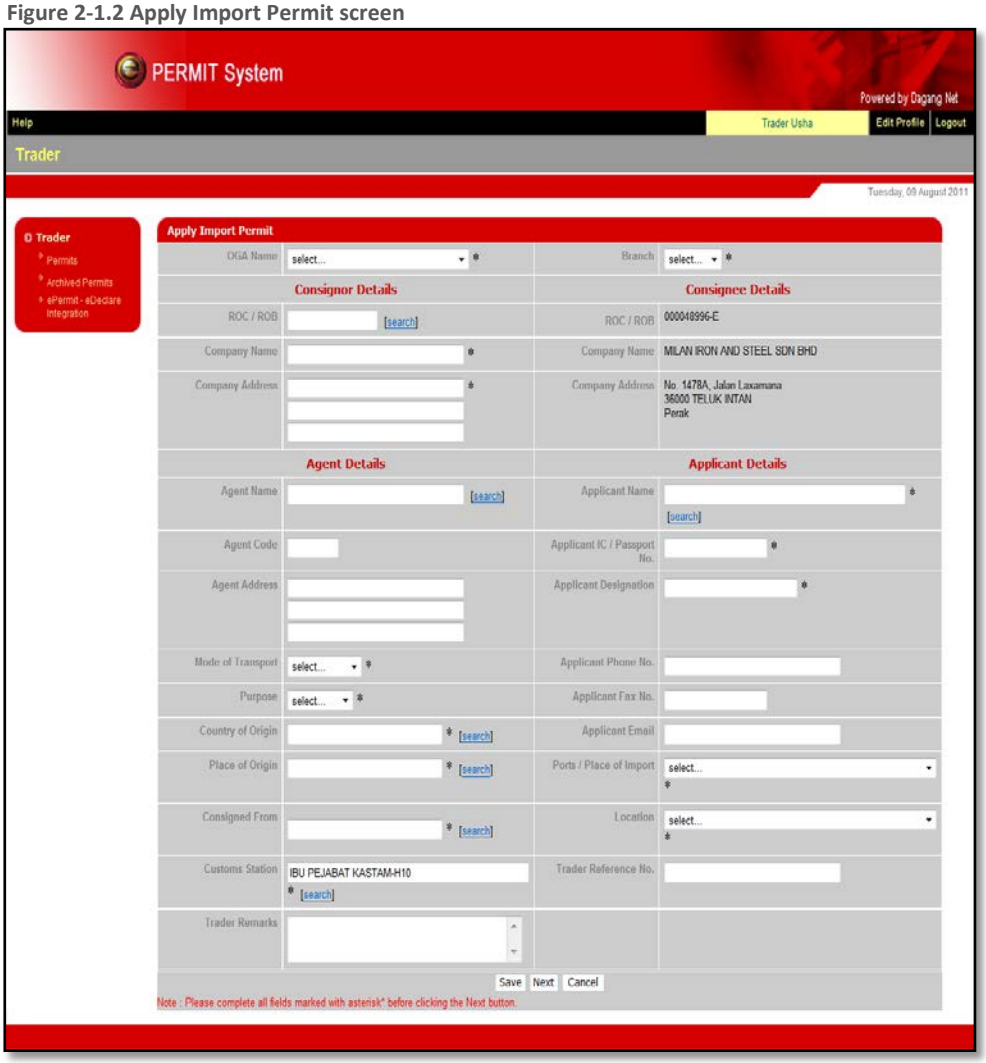


1 Select **Permit Type**; e.g. **Import Permit**.

2 Click Select button.

3 **Apply Import Permit** screen appears.

Figure 2-1.2 Apply Import Permit screen

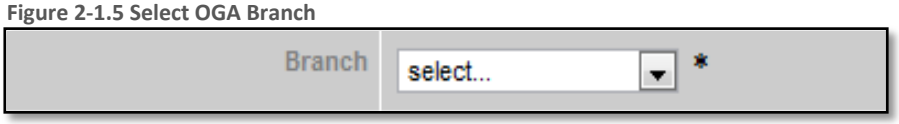


4 This is a standard **Permit Application** screen for all **OGAs** .

NOTE: Items labeled with '*' are compulsory

Step 4 Select OGA Branch

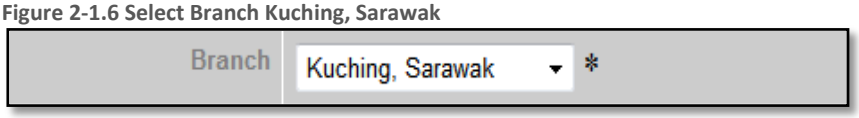
Figure 2-1.5 Select OGA Branch



1 Click ▼ to select **OGA Branch**; e.g. **Kuching, Sarawak**

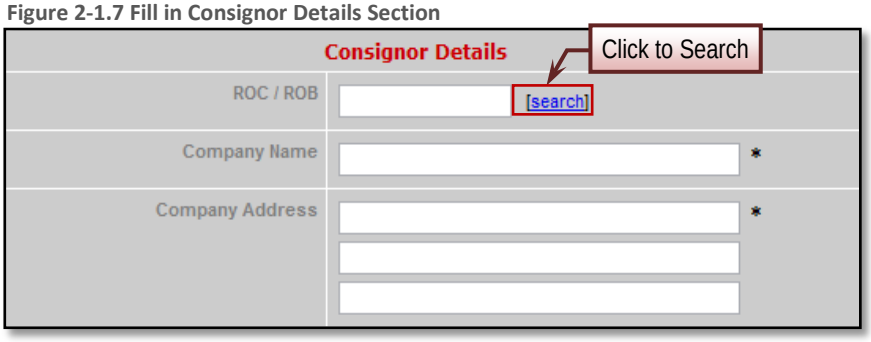
2 Sample of select branch as shown as below;

Figure 2-1.6 Select Branch Kuching, Sarawak



Step 5 Consignor Details Section

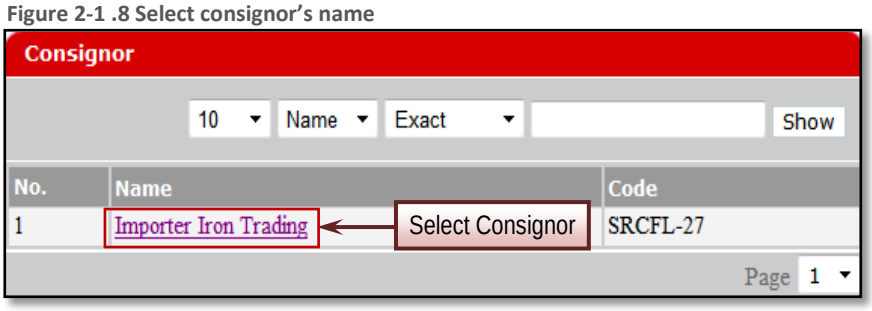
Figure 2-1.7 Fill in Consignor Details Section



1 Fill in **Exporter Details** or click [search] to search for **ROC/ROB** data updated in **Trader Admin Module** previously.

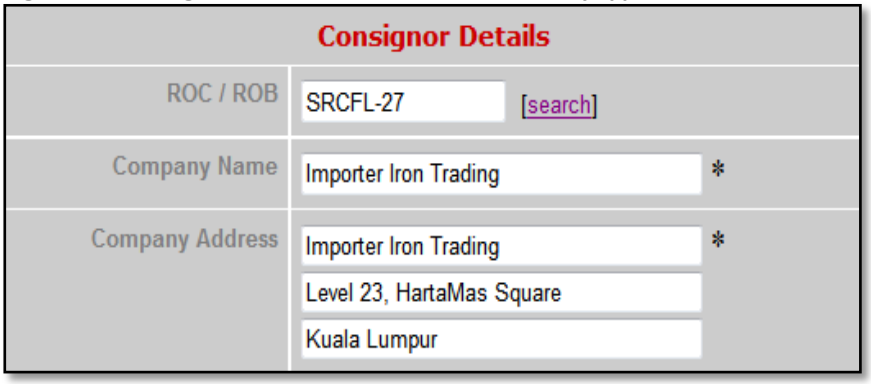
2 **Consignor** pop-up window appears.

Figure 2-1 .8 Select consignor's name



3 Click **Consignor Name** hyperlink.

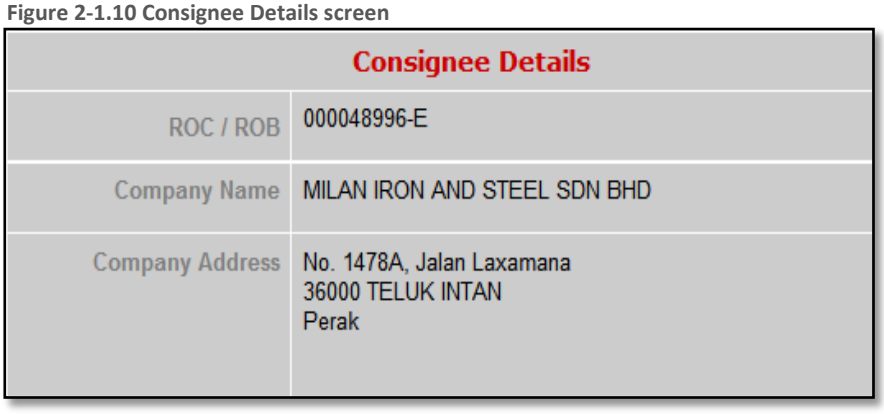
Figure 2-1.9 Consignor details section will be automatically appear.



4 All fields in **Consignor Details** section will be loaded automatically.

Step 6 Consignee Details Section

Figure 2-1.10 Consignee Details screen



1 **Consignee Details** will be loaded by default. It is your company details and cannot be changed.

Step 7 Agent Details Section

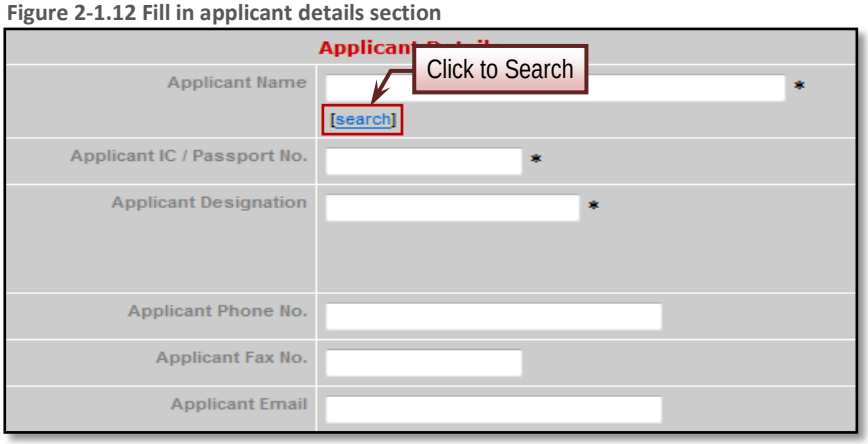
Figure 2-1.11 Fill in Agent details section

1 **Agent Details** is the **Forwarding / Shipping Agent** information details.

NOTE : This section is not compulsory.

Step 8 Applicant Details Section

Figure 2-1.12 Fill in applicant details section

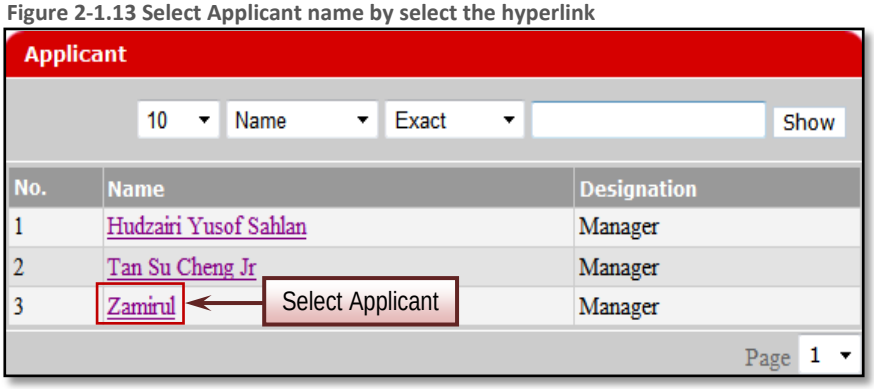


1 Fill in **Applicant Details** or click [search] hyperlink to search for **Applicant** data

updated in **Admin Module** previously.

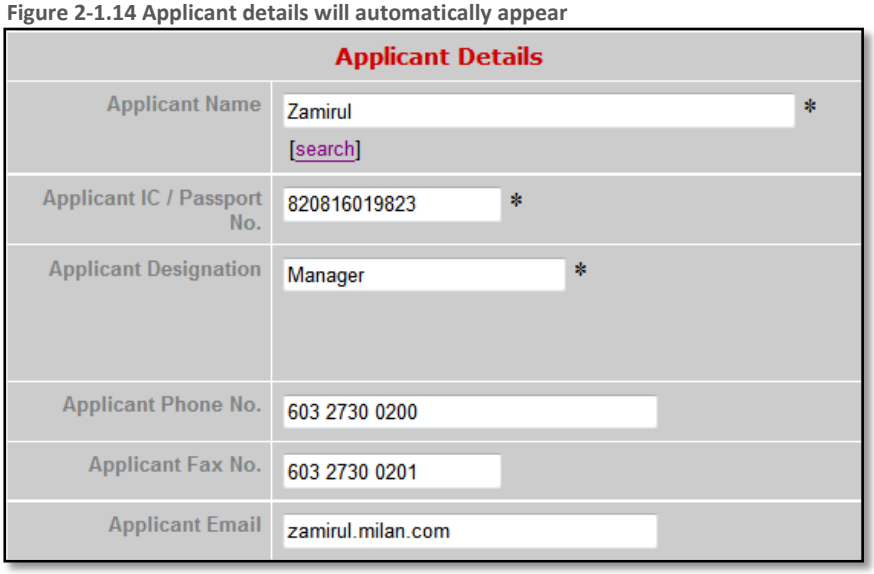
2 **Applicant** pop-up window appears.

Figure 2-1.13 Select Applicant name by select the hyperlink



3 Click **Applicant Name** hyperlink.

Figure 2-1.14 Applicant details will automatically appear



4 All fields in **Applicant Details** section will be loaded automatically.

Step 9 Mode of Transport

Figure 2-1.15 Select Mode of transport

1 **Mode of Transport** refers to how the goods are being imported to Malaysia.

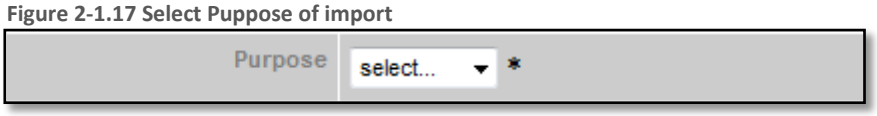
NOTE: Mode of Transport types are Maritime - 1, Rail - 2, Road - 3, Air - 4 and Post - 5.

Figure 2-1.16 Mode of transport will be selected

2 Click dropdown button to select **Mode of Transport**; e.g. **Maritime**.

Step 10 Purpose of Import

Figure 2-1.17 Select Puppose of import



1 **Purpose** refers to the purpose of importing the goods to Malaysia.

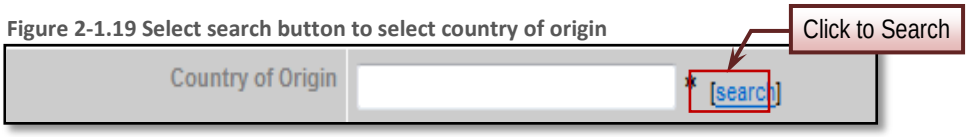
NOTE: Types of Purpose are Private, Business, Research, Exhibition and Others.

Figure 2-1.18 Purpose be selected

2 Click dropdown button to select **Purpose**; e.g. **Business**

Step 11 Country of Origin

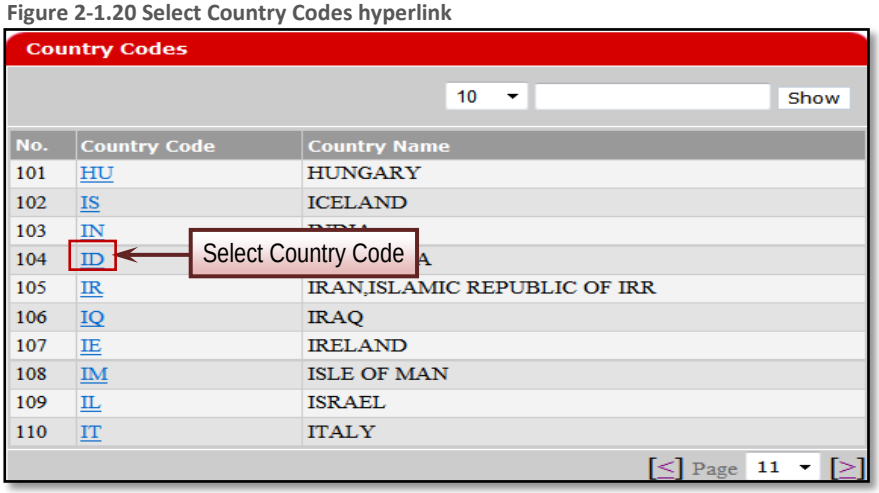
Figure 2-1.19 Select search button to select country of origin



1 Click [search] button to search for **Country of Origin**.

2 **Country Codes** pop-up window appears.

Figure 2-1.20 Select Country Codes hyperlink



3 Enter **Country Name** or **Country Code** at the text box. Click Show button.

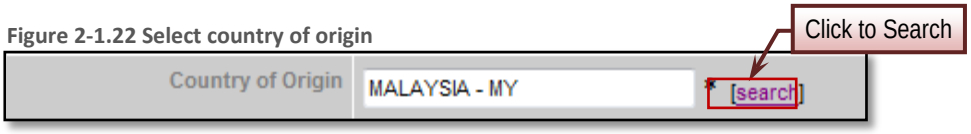
4 Click **Country Code** hyperlink.

Figure 2-1.21 Select country of origin by click the hyperlink

5 **Country of Origin** field will be loaded automatically.

Step 12 Place of Origin

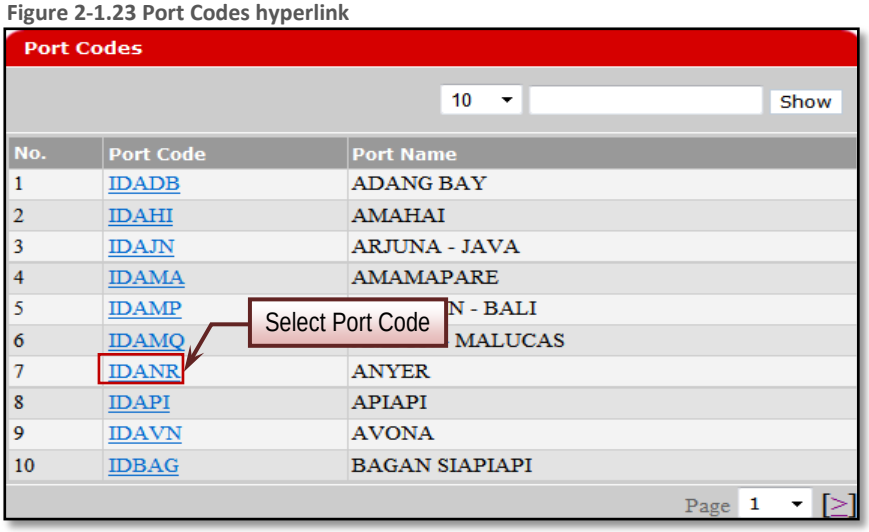
Figure 2-1.22 Select country of origin



1 Click [search] button to search for **Place of Origin**.

2 **Port Codes** pop-up window appears.

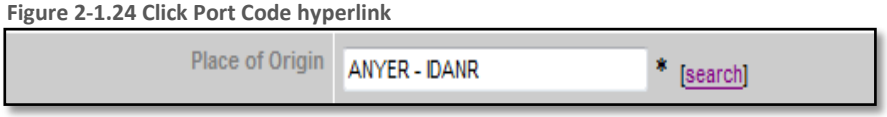
Figure 2-1.23 Port Codes hyperlink



3 Enter **Port Name** or **Port Code** at the text box. Click Show button.

4 Click **Port Code** hyperlink

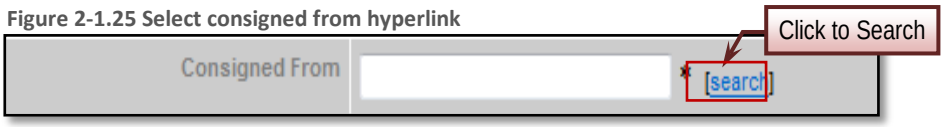
Figure 2-1.24 Click Port Code hyperlink



5 **Place of Origin** field will be loaded automatically.

Step 13 Consigned From

Figure 2-1.25 Select consigned from hyperlink

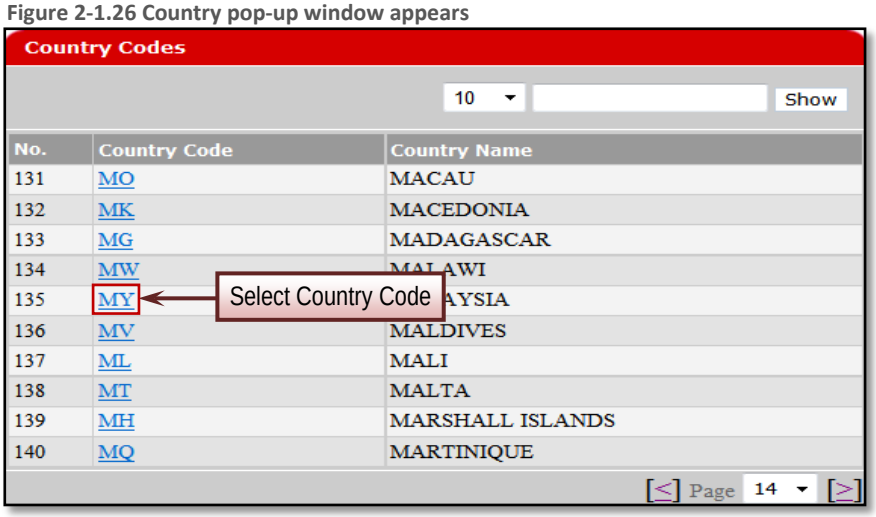


1 Click [search] hyperlink to search for **Consigned From**.

NOTE: Consigned From refers to country of transit before consignment reaches the final destination. If there is none, then it is the same as Country of Origin.

2 **Country Codes** pop-up window appears.

Figure 2-1.26 Country pop-up window appears



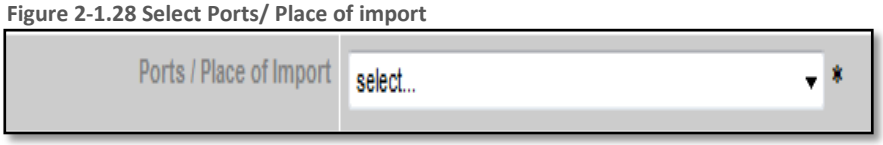
3 Click **Country Code** hyperlink.

Figure 2-1.27 Consignes from be selected

4 **Consigned From** field will be loaded automatically.

Step 14 Ports/Place of Import

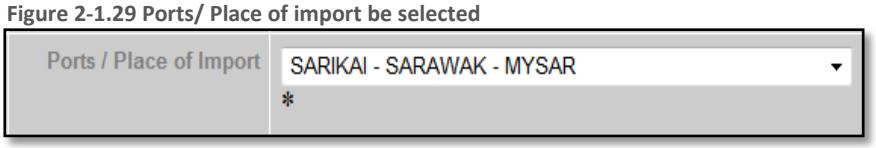
Figure 2-1.28 Select Ports/ Place of import



1 **Ports / Place of Import** refers to the **Entry Point**. It should tally with **Mode of Transport**.

NOTE: If Mode of Transport is 'Maritime', Place of Import should be a sea port.

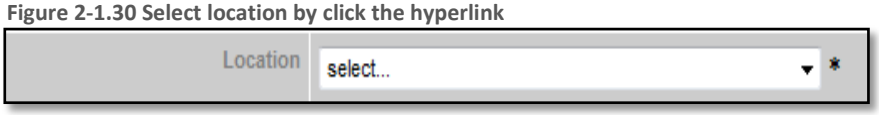
Figure 2-1.29 Ports/ Place of import be selected



2 Click dropdown button to select **Ports/Place of Import**; e.g. **Senari, Sarawak**.

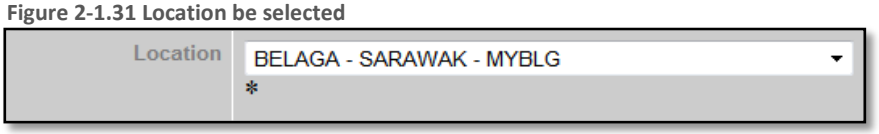
Step 15 Location

Figure 2-1.30 Select location by click the hyperlink



1 **Location** field refers to you office or warehouse.

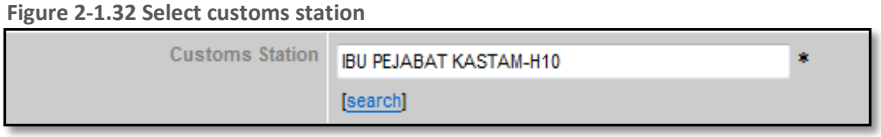
Figure 2-1.31 Location be selected



2 Click dropdown to select the **Location.**

Step 16 Customs Station

Figure 2-1.32 Select customs station



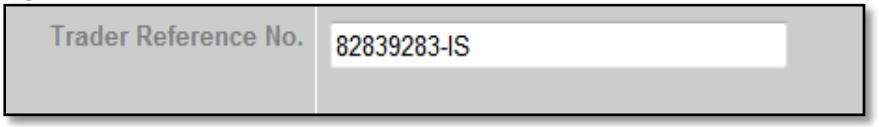
1 All permit applications will be registered at **Sistem Maklumat Kastam**.

2 This is an auto default station.

NOTE: Do not change to other Customs Station.

Step 17 Reference No. and Remarks Field

Figure 2-1.33 Enter referrence No. and remarks field



1 Enter **Trader Reference No.** field.

NOTE: Your reference number to represent this permit application.

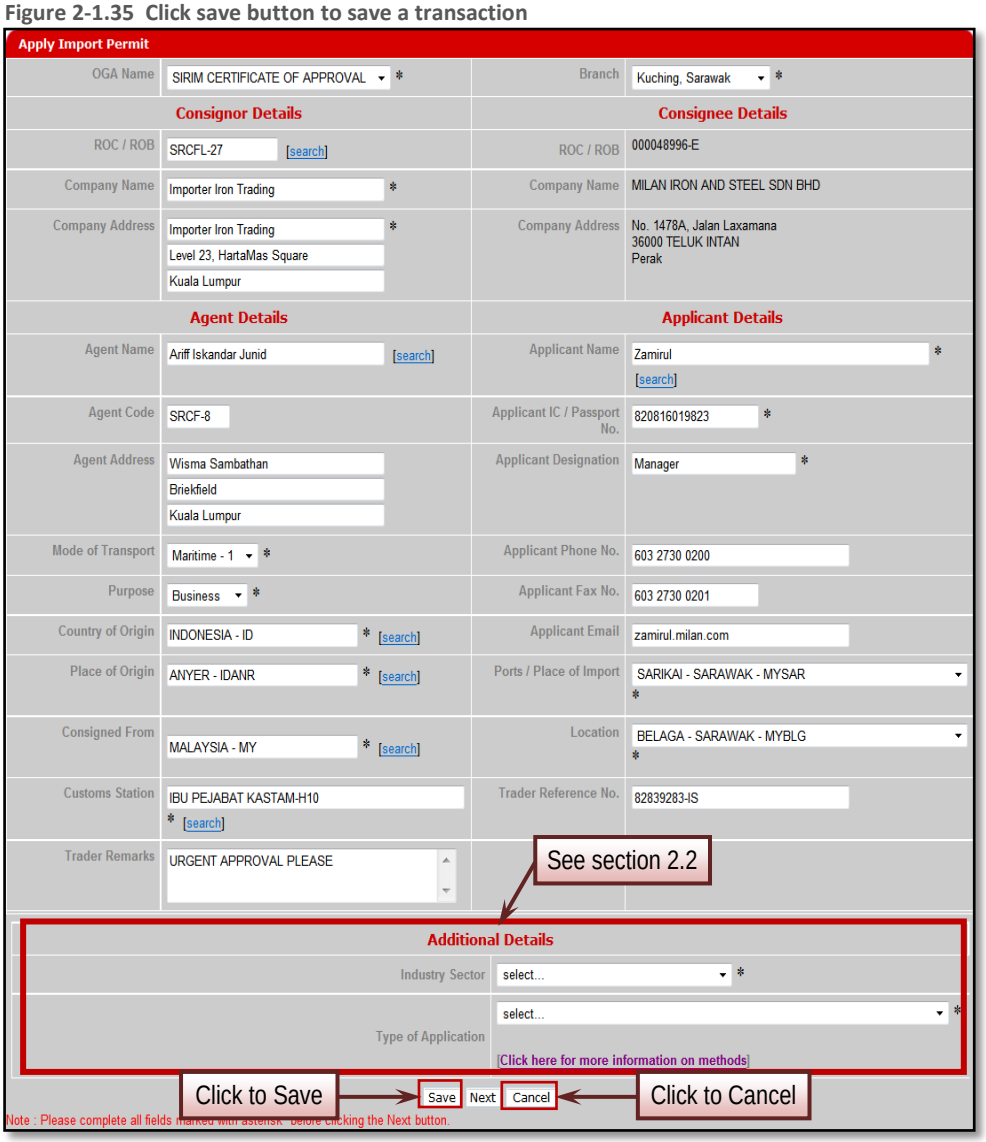
Figure 2-1.34 Enter Trader remarks

2 Enter **Trader Remarks** field.

NOTE: Free remarks by you.

Step 18 Save Application And Proceed

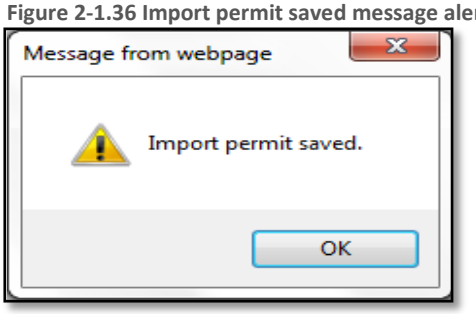
Figure 2-1.35 Click save button to save a transaction



1 Click Save button to save the aplication **or** click Next button to proceed **or** click Cancel to abort.

2 **Import Permit Saved** message window appears.

Figure 2-1.36 Import permit saved message alert



3 Click OK button to save the transaction.

NOTE: The highlight bold BOX will explain details on next section.

2.2 Additional Details section

2.2.1 Industry Sector

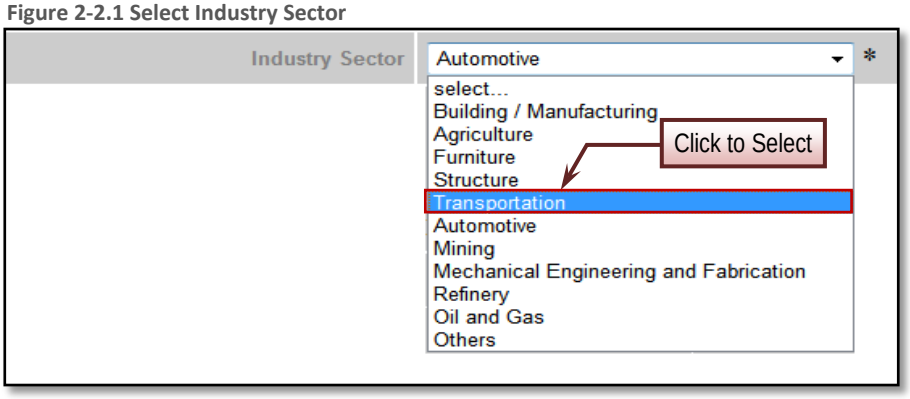
There are various **Industry Sectors** in SIRIM Iron & Steel that need to choose;

- Building / Manufacturer
- Agriculture
- Furniture
- Structure
- Transportation
- Automotive
- Mining
- Mechanical Engineering and Fabrication
- Refining
- Oil and Gas
- Others

To select whichever **Industry Sector**, please follow the steps below:

Step 1

Figure 2-2.1 Select Industry Sector



1 Click dropdown button to select **Industry Sector.**

2 Then, you need to select type of application method below.

Note: The remark "*" field are compulsory.

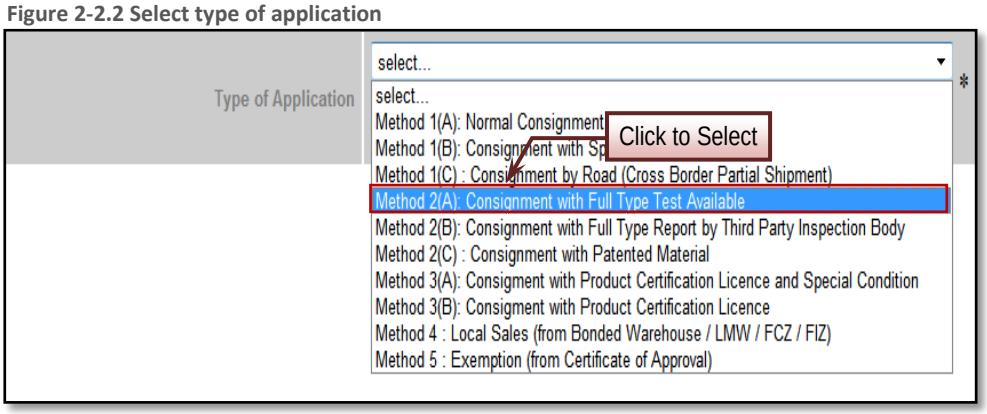
2.2.2 Type of Application

There is various type of application method that needs to choose;

- Method 1 (A) – Normal Consignment
- Method 1 (B) – Consignment with Special Condition
- Method 1 (C) – Consignment by Road (Cross Border Partial Shipment)
- Method 2 (A) – Consignment with Full Type Test Available
- Method 2 (B) – Consignment with Full Type Report by Third Party Inspection Body
- Method 2 (C) – Consignment with Patented Material
- Method 3 (A) – Consignment with Product Certification License and Special Condition
- Method 3 (B) – Consignment with Product Certification License
- Method 4 – Local Sales (From Bounded Warehouse / LMW / FCZ / FIZ
- Method 5 – Exemption (From Certificate of Approval)

To edit an import permit application, please follow the steps below:

Figure 2-2.2 Select type of application


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Sp
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consignment with Product Certification Licence and Special Condition
Method 3(B): Consignment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Click to Select

1 Click dropdown button to select **Type of Application.**

2 Click [Click here for more information on methods] hyperlink to know more information on methods.

Note: The remark "*" field are compulsory.

3 **Information of the methods** pop–up window message will appear as shown;

Figure 2-2.3 Information of the methods

Information of the methods

DESCRIPTION OF CONSIGNMENT METHODS

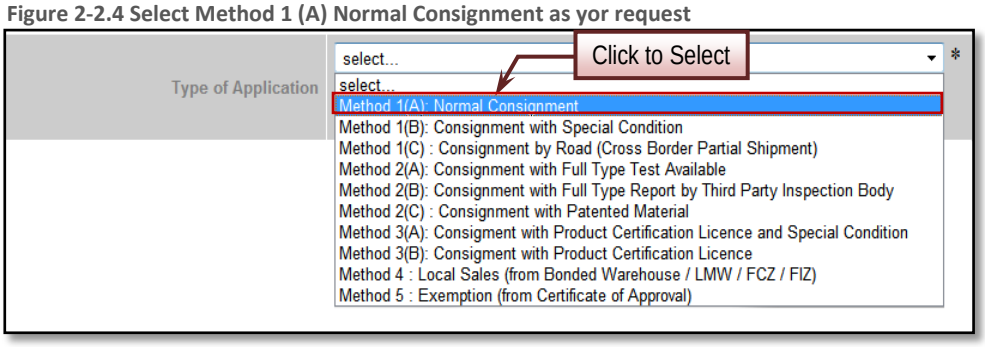
NO.	METHODS	DESCRIPTION	
1	Method 1A	Normal Consignment by Air & Sea	- Every shipment which comes in is subjected to Full Type Test by SIRIM Test Lab.
2	Method 1B	Consignment with Special Condition	- Every shipment which comes in is subjected to Full Type Test by SIRIM Test Lab with special condition (refer to Terms and Conditions for Method 1B).
3	Method 1C	Consignment by Road (Singapore & Thailand)	- Every shipment which comes in is subjected to Full Type Test conducted at Country of Origin before arrival in Malaysia.
4	Method 2A	Consignment with Full Type Test Report	- Applicable to those products subject to longer period of testing – as per standard requirement; - Every shipment which comes in shall be accompanied with Full Type Test Report by SIRIM Test Lab or Accredited Overseas Lab and will be subjected to critical tests upon arrival at port of entry; - e.g.: PC Strand, Steel Bar, Steel Rail etc.
5	Method 2B	Consignment with Full Type Test Report by Third Party Inspection Body	- Every shipment which comes in shall be accompanied with Full Type Test Report by Accredited Overseas Lab; - Sampling shall be conducted by Third Party Inspection Body and followed SIRIM's sampling plan = 1 sample/250MT/grade/ manufacturer; - No testing required after verification at port of entry.

Page 1

NO.	METHODS	DESCRIPTION	
6	Method 2C	Consignment with Patented Material	- Applicable to those products where :- a) enhancement/modification is made to standards materials; - SIRIM establish the facts that the said materials are specially made/tailored and thus do not comply with MS, ISO or FNS; - Materials shall be subjected to the following :- a) the process requires SIRIM to undertake Full Type Test to confirm materials characteristics; b) subsequent imports will be subjected to technical evaluation and confirmation on documents before issuance of COA.
7	Method 3A	Consignment Product Certification License with Special Condition	- Applicable to those products that already have Product Certification License from SIRIM QAS International Sdn. Bhd. with special condition (refer to Terms and Conditions for Method 3A).
8	Method 3B	Consignment Product Certification License	- Applicable to those products that already have Product Certification License from SIRIM QAS International Sdn. Bhd.
9	Method 4	Consignment for Local Sales (from Bonded Warehouse/FCZ/FIZ)	- Product which already have Master COA through normal consignment earlier; - Another Client who purchases from Bonded Warehouse is subjected to Sub COA where verification and testing are waived.
10	Method 5	Consignment with COA Exemption	- Applicable to those companies which involve in five (5) selected industries; - Every material specification and grade shall be initially subjected to Full Type Test (once a year) and proven to show compliance against specified standards.

a) Method 1(A) : Normal Consignment

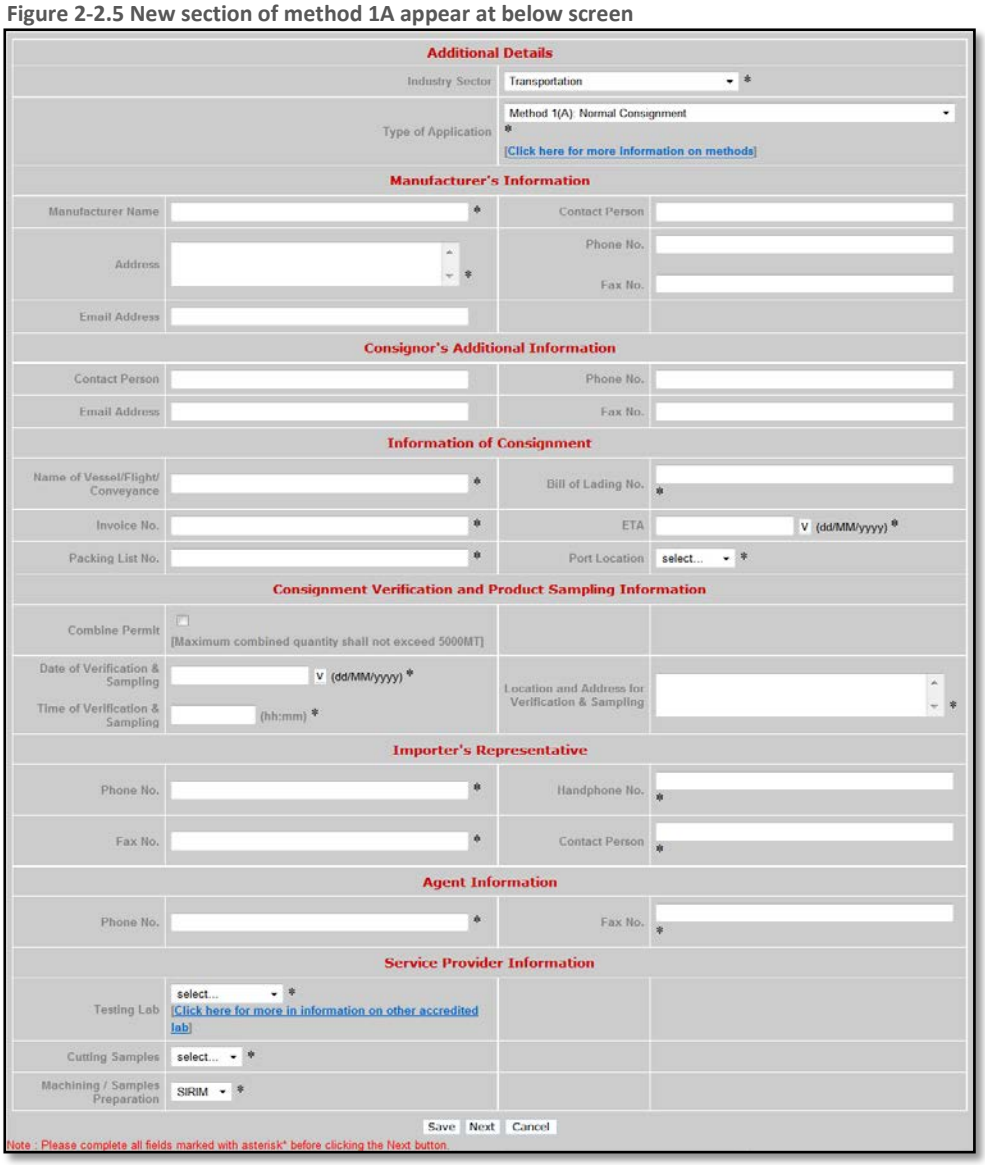
Figure 2-2.4 Select Method 1 (A) Normal Consignment as yor request


Type of Application
select...
Click to Select
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consignment with Product Certification Licence and Special Condition
Method 3(B): Consignment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)

1 Click dropdown button to select the **Method 1(A): Normal Consignment.**

2 New section will appear at below screen.

Figure 2-2.5 New section of method 1A appear at below screen



Note: The remark "*" field are compulsory.

Step 1 Manufacturer's Information Section

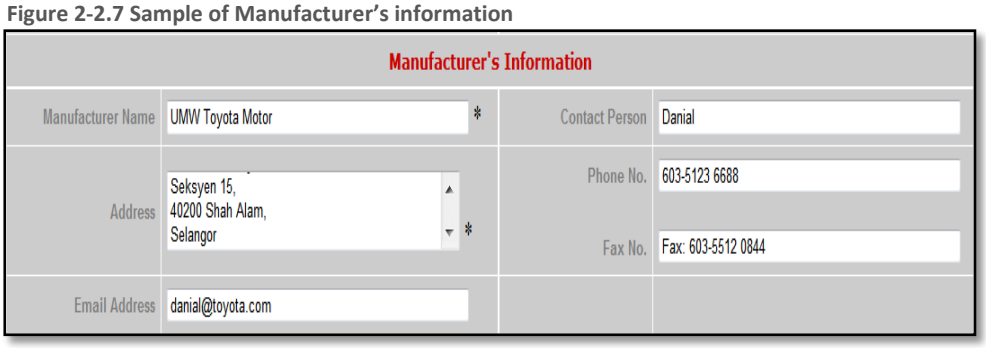
Figure 2-2.6 Manufacturer's Information section

1 Enter **Manufacturer Name** field.

2 Enter **Address** field.

3 Enter fields for **Email Address**, **Contact Person**, **Phone No.** and **Fax No.**

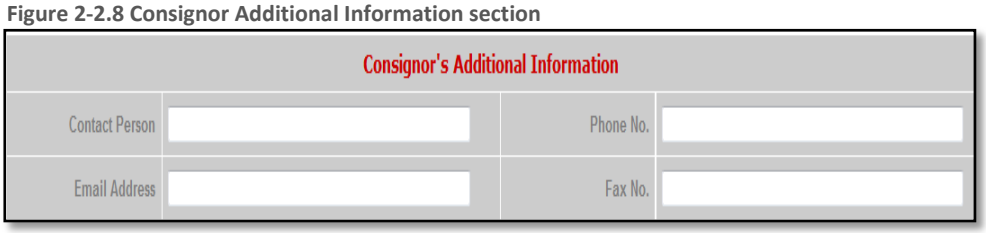
Figure 2-2.7 Sample of Manufacturer's information



Note: The remark "*" field are compulsory.

Step 2 Consignor Additional Information

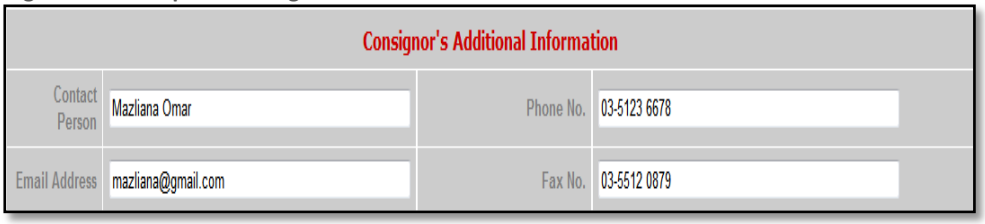
Figure 2-2.8 Consignor Additional Information section



1 Enter fields for **Contact Person**, **Email Address**, **Phone No.** and **Fax No.** field.

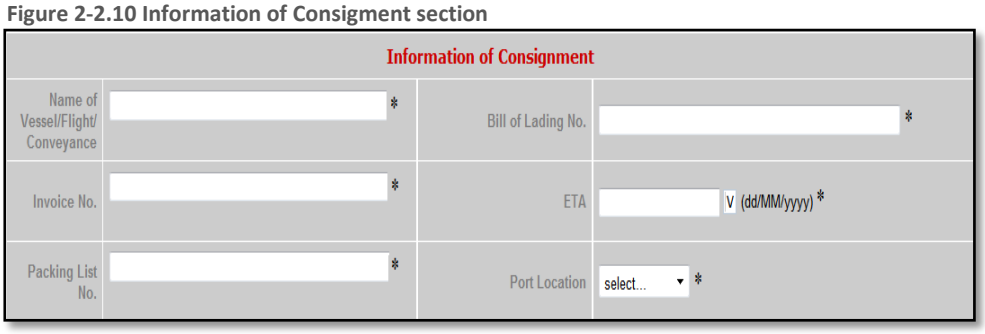
2 Sample of consignor's additional information as shown as below;

Figure 2-2.9 Sample of Consignor's Additional Information



Step 3 Information of Consigment

Figure 2-2.10 Information of Consigment section



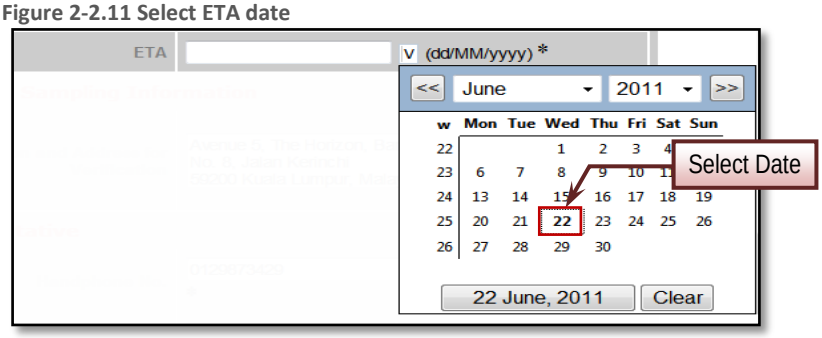
1 Enter **Name of Vessel / Flight / Conveyance** field.

2 Enter **Invoice No.** field.

3 Enter **Bill of Landing No.** field.

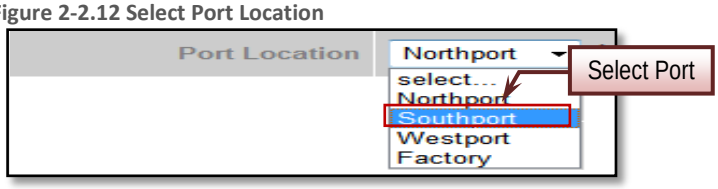
4 Enter Packing List No. field.

Figure 2-2.11 Select ETA date



5 Click dropdown button to select **ETA** date.

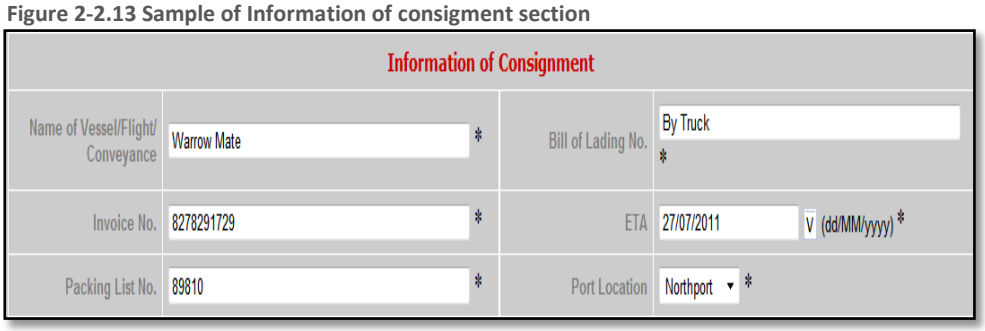
Figure 2-2.12 Select Port Location



6 Click dropdown button to select Port Location.

NOTE: Only user for Port Kelang need to select their port location.

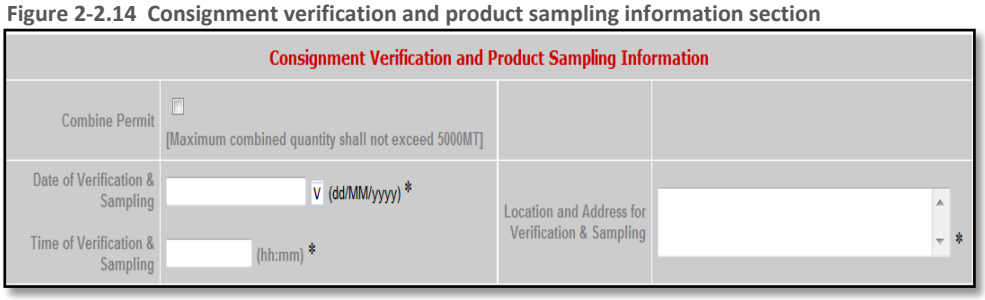
Figure 2-2.13 Sample of Information of consigment section



Note: The remark "*" field are compulsory.

Step 4 Consignment Verification and Product Sampling Information

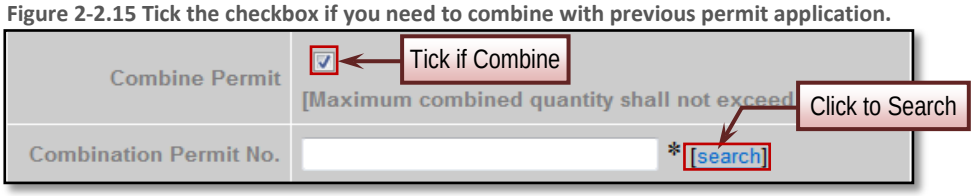
Figure 2-2.14 Consignment verification and product sampling information section


Consignment Verification and Product Sampling Information
Combine Permit
[Maximum combined quantity shall not exceed 5000MT]
Date of Verification & Sampling
(dd/MM/yyyy) *
Time of Verification & Sampling
(hh:mm) *
Location and Address for Verification & Sampling
*

1 Tick ☑ on the checkbox to **Combine Permit.**

2 New section of consignment will appear as shown below;

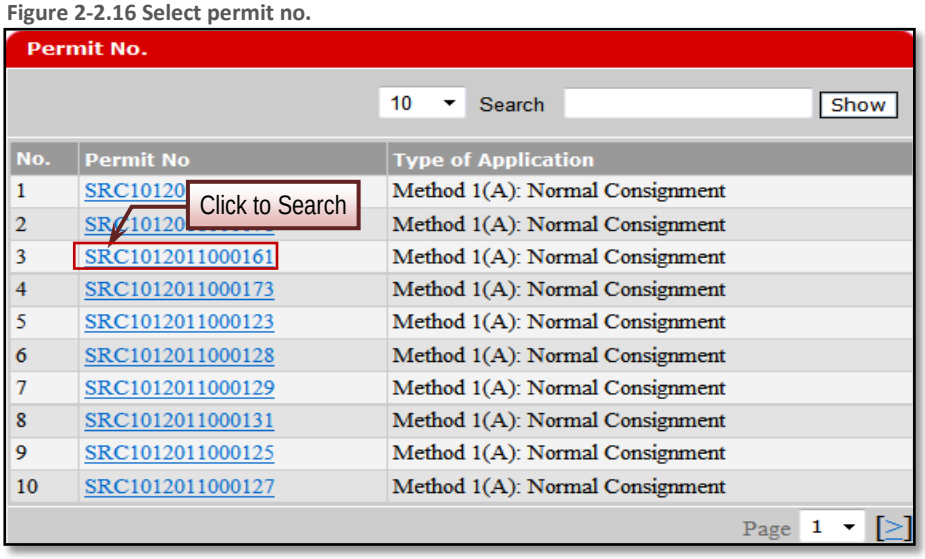
Figure 2-2.15 Tick the checkbox if you need to combine with previous permit application.



3 Click [search] hyperlink to select combination Permit No.

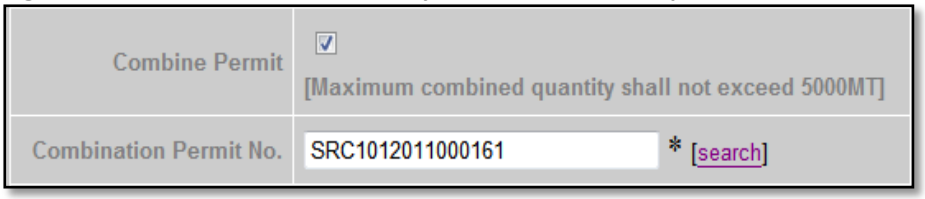
4 Permit No. screen will appear as shown as below;

Figure 2-2.16 Select permit no.


Permit No.
10
Search
Show
No.
Permit No
Type of Application
1 SRC10120 Method 1(A): Normal Consignment
2 SRC10120 Method 1(A): Normal Consignment
3 SRC1012011000161 Method 1(A): Normal Consignment
4 SRC1012011000173 Method 1(A): Normal Consignment
5 SRC1012011000123 Method 1(A): Normal Consignment
6 SRC1012011000128 Method 1(A): Normal Consignment
7 SRC1012011000129 Method 1(A): Normal Consignment
8 SRC1012011000131 Method 1(A): Normal Consignment
9 SRC1012011000125 Method 1(A): Normal Consignment
10 SRC1012011000127 Method 1(A): Normal Consignment
Click to Search
Page 1 [>]

5 Permit No. will automatically loaded to combination Permit No. field.

Figure 2-2.17 Permit No. will automatically loaded to combination permit no.

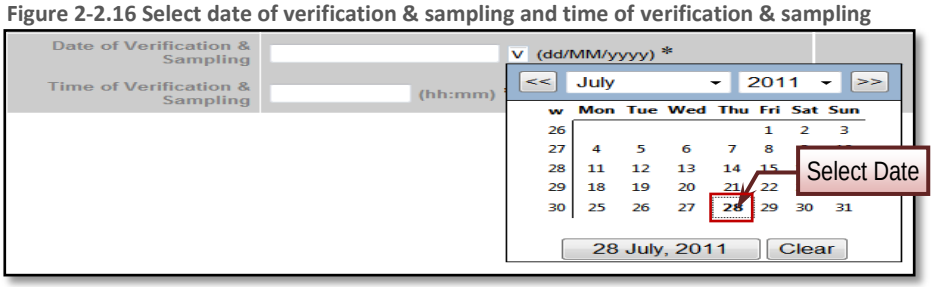


NOTE: Please take note, only Permit No. with status approved are acceptable.

6 Untick ☐ on the checkbox to uncombined permit.

7 Click dropdown ▾ to select **Date of Verification & Sampling** field.

Figure 2-2.16 Select date of verification & sampling and time of verification & sampling

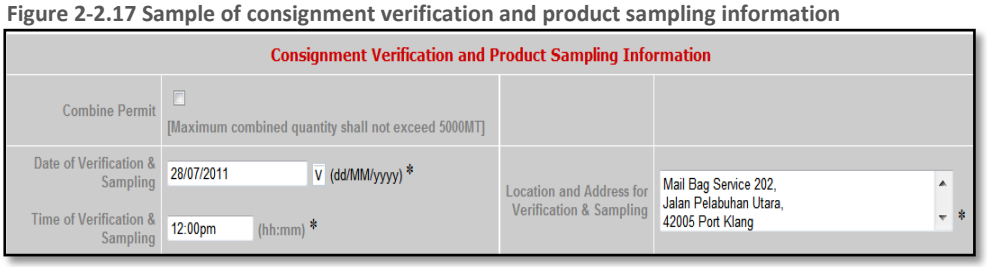

Date of Verification & Sampling
Time of Verification & Sampling
(dd/MM/yyyy) *
(hh:mm) *
<< July 2011 >>
w Mon Tue Wed Thu Fri Sat Sun
26 1 2 3
27 4 5 6 7 8
28 11 12 13 14 15
29 18 19 20 21 22
30 25 26 27 28 29 30 31
Select Date
28 July, 2011
Clear

1 Enter **Time of Verification & Sampling** field.

2 Enter **Location and Address for Verification** field.

3 Sample of Consignment Verification and Product Sampling Information;

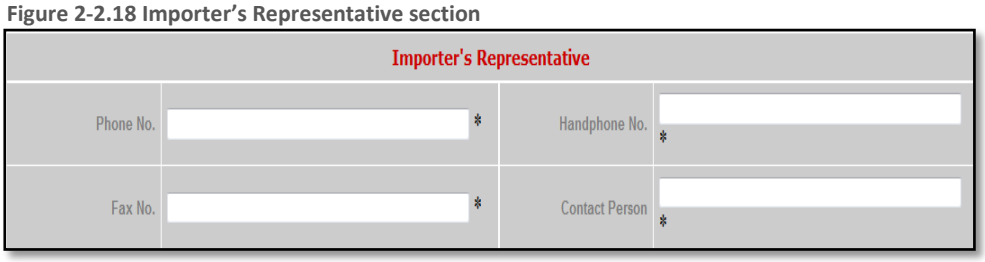
Figure 2-2.17 Sample of consignment verification and product sampling information



Note: The remark "*" field are compulsory.

Step 5 Importer's Representative

Figure 2-2.18 Importer's Representative section



1 Enter **Phone No.** field.

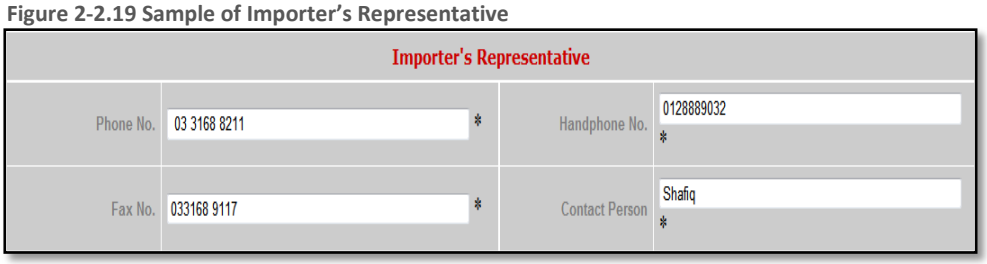
2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;

Figure 2-2.19 Sample of Importer's Representative



Note: The remark "*" field are compulsory.

Step 6 Agent Information

Figure 2-2.20 Agent Information section

1 Enter **Phone No.** and **Fax No.** field.

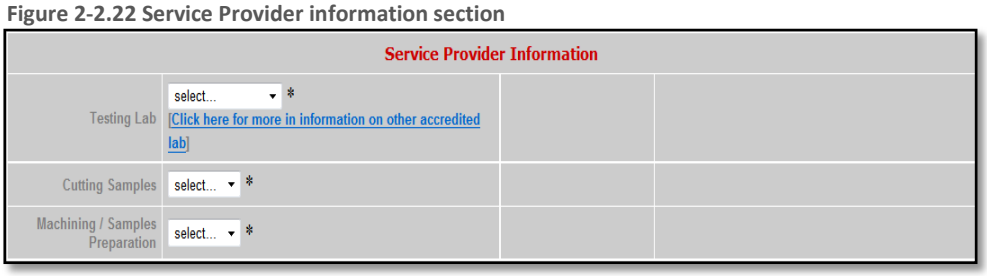
2 Sample of Agent information as shown as below;

Figure 2-2.21 Sample agent information

Note: The remark "*" field are compulsory.

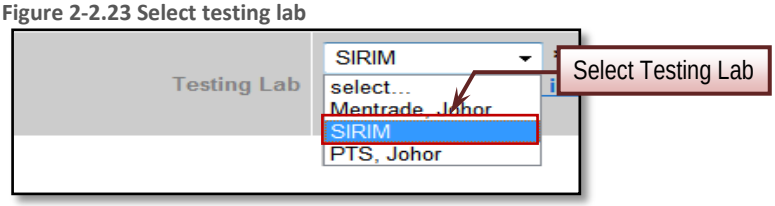
Step 7 Service Provider Information

Figure 2-2.22 Service Provider information section



1 Click dropdown to select **Testing Lab** field. E.g: **SIRIM**

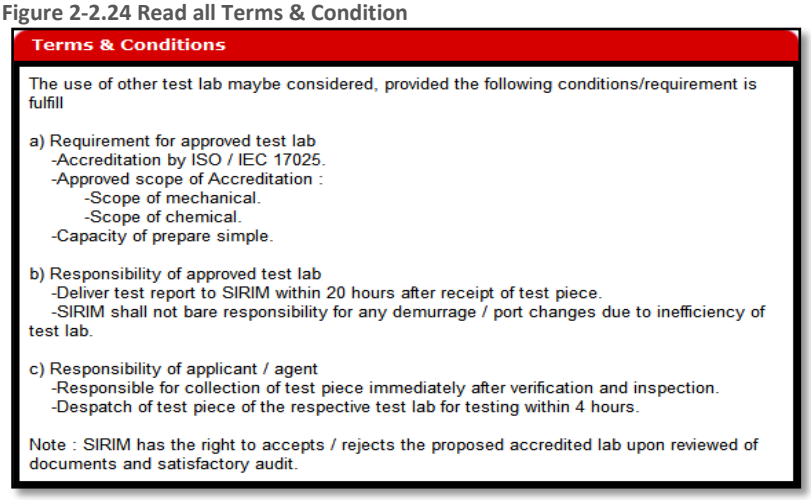
Figure 2-2.23 Select testing lab



2 Click on [Click here for more in information on other accredited lab] hyperlink to know more information.

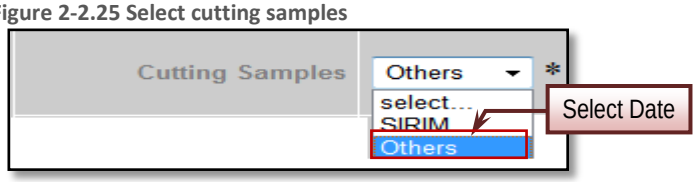
3 **Terms & Condition** pop up window alert appear as shown as below;

Figure 2-2.24 Read all Terms & Condition


Terms & Conditions
The use of other test lab maybe considered, provided the following conditions/requirement is fulfill
a) Requirement for approved test lab
-Accreditation by ISO / IEC 17025.
-Approved scope of Accreditation :
-Scope of mechanical.
-Scope of chemical.
-Capacity of prepare simple.
b) Responsibility of approved test lab
-Deliver test report to SIRIM within 20 hours after receipt of test piece.
-SIRIM shall not bare responsibility for any demurrage / port changes due to inefficiency of test lab.
c) Responsibility of applicant / agent
-Responsible for collection of test piece immediately after verification and inspection.
-Despatch of test piece of the respective test lab for testing within 4 hours.
Note : SIRIM has the right to accepts / rejects the proposed accredited lab upon reviewed of documents and satisfactory audit.

3 Click dropdown to select **Cutting Samples field.**

Figure 2-2.25 Select cutting samples

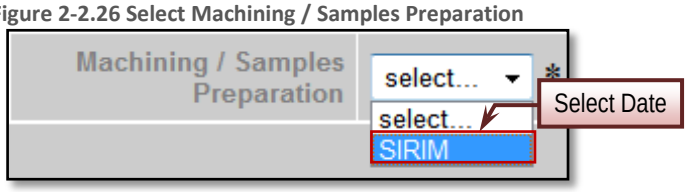


4 If you are selecting **Others** then, you need to specify the things.

Figure 2-2.25 Please specify others.

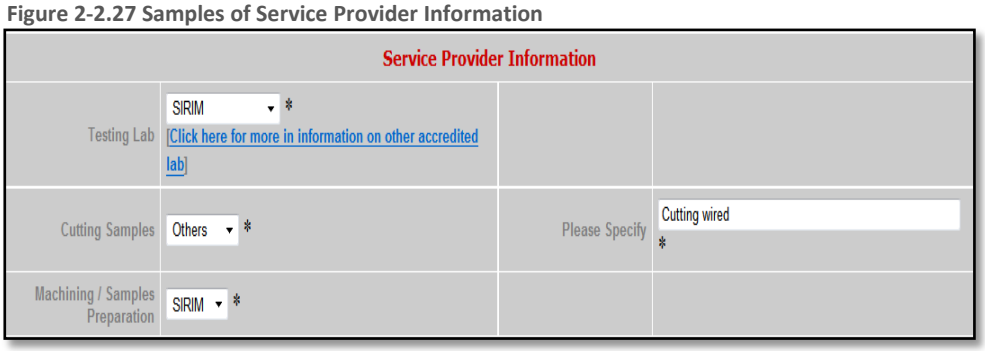
5 Click dropdown list to select **Machining / Samples Preparation**.

Figure 2-2.26 Select Machining / Samples Preparation



6 Sample of Service Provider Information as shown as below;

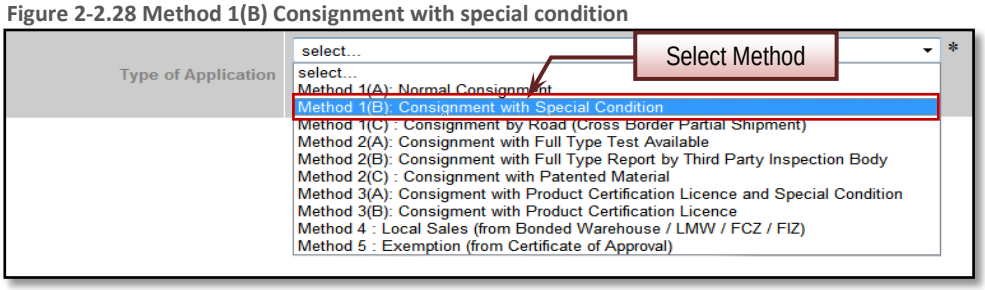
Figure 2-2.27 Samples of Service Provider Information



Note: The remark "*" field are compulsory.

b) Method 1 (B) : Consigment with Special Condition

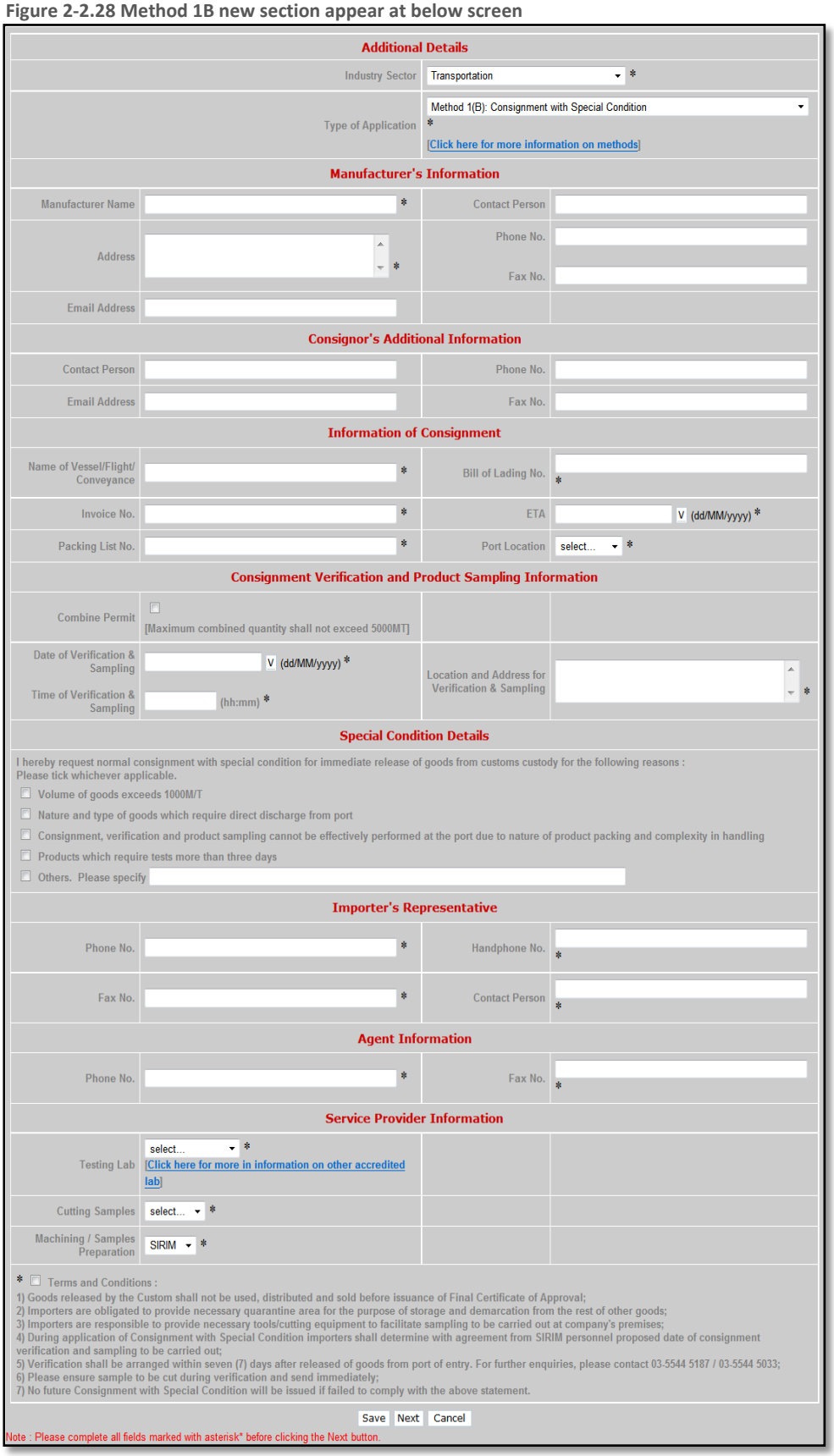
Figure 2-2.28 Method 1(B) Consignment with special condition


Type of Application
select...
Select Method
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consigment with Product Certification Licence and Special Condition
Method 3(B): Consigment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)

1 Click dropdown button to select the **Method 1 (B): Consignment with Special Condition.**

2 New section will appear at below screen.

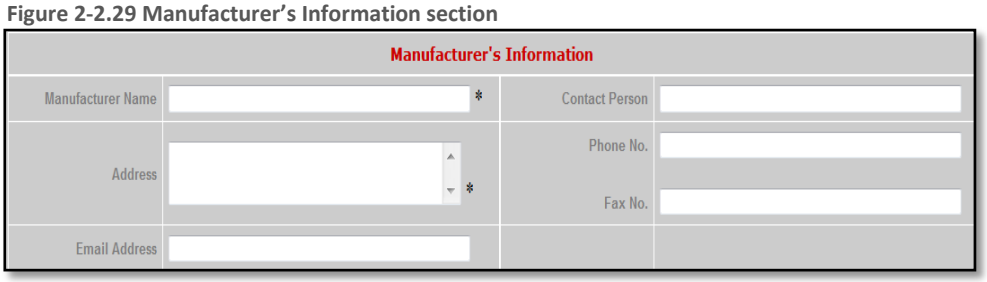
Figure 2-2.28 Method 1B new section appear at below screen


Additional Details
Industry Sector
Transportation
Type of Application
Method 1(B): Consignment with Special Condition
[Click here for more information on methods]
Manufacturer's Information
Manufacturer Name
Contact Person
Address
Phone No.
Fax No.
Email Address
Consignor's Additional Information
Contact Person
Phone No.
Email Address
Fax No.
Information of Consignment
Name of Vessel/Flight/ Conveyance
Bill of Lading No.
Invoice No.
ETA
(dd/MM/yyyy)
Packing List No.
Port Location
select...
Consignment Verification and Product Sampling Information
Combine Permit
[Maximum combined quantity shall not exceed 5000MT]
Date of Verification & Sampling
(dd/MM/yyyy)
Time of Verification & Sampling
(hh:mm)
Location and Address for Verification & Sampling
Special Condition Details
I hereby request normal consignment with special condition for immediate release of goods from customs custody for the following reasons :
Please tick whichever applicable.
Volume of goods exceeds 1000M/T
Nature and type of goods which require direct discharge from port
Consignment, verification and product sampling cannot be effectively performed at the port due to nature of product packing and complexity in handling
Products which require tests more than three days
Others. Please specify
Importer's Representative
Phone No.
Handphone No.
Fax No.
Contact Person
Agent Information
Phone No.
Fax No.
Service Provider Information
Testing Lab
select...
[Click here for more in information on other accredited lab]
Cutting Samples
Machining / Samples Preparation
SIRIM
Terms and Conditions :
1) Goods released by the Custom shall not be used, distributed and sold before issuance of Final Certificate of Approval;
2) Importers are obligated to provide necessary quarantine area for the purpose of storage and demarcation from the rest of other goods;
3) Importers are responsible to provide necessary tools/cutting equipment to facilitate sampling to be carried out at company's premises;
4) During application of Consignment with Special Condition importers shall determine with agreement from SIRIM personnel proposed date of consignment verification and sampling to be carried out;
5) Verification shall be arranged within seven (7) days after released of goods from port of entry. For further enquiries, please contact 03-5544 5187 / 03-5544 5033;
6) Please ensure sample to be cut during verification and send immediately;
7) No future Consignment with Special Condition will be issued if failed to comply with the above statement.
Save
Next
Cancel
Note : Please complete all fields marked with asterisk* before clicking the Next button.

Note: The remark "*" field are compulsory.

Step 1 Manufacturer's Information Section

Figure 2-2.29 Manufacturer's Information section

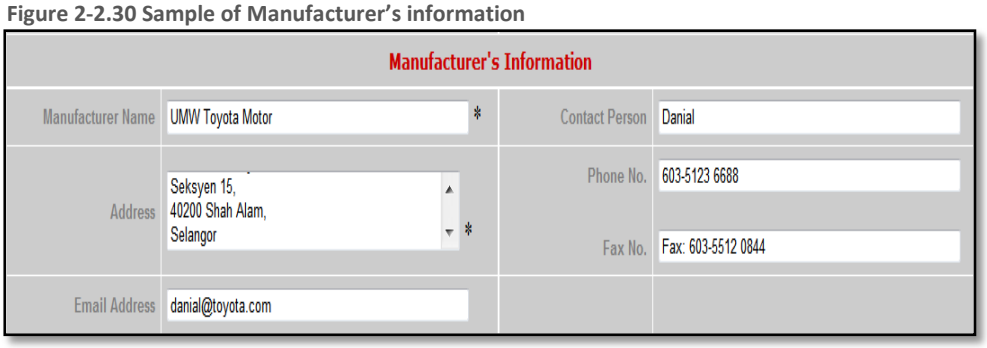


1 Enter **Manufacturer Name** field.

2 Enter **Address** field.

3 Enter fields for **Email Address**, **Contact Person**, **Phone No.** and **Fax No.**

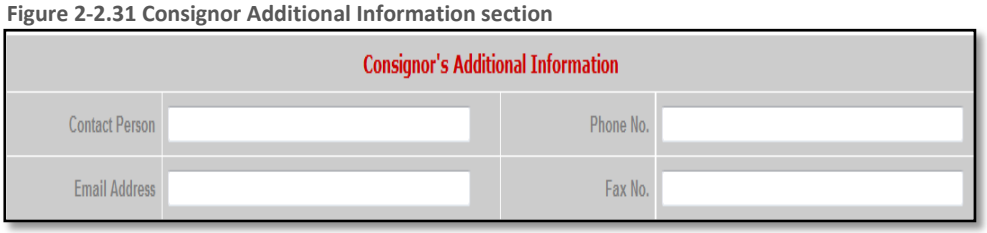
Figure 2-2.30 Sample of Manufacturer's information



Note: The remark "*" field are compulsory.

Step 2 Consignor Additional Information

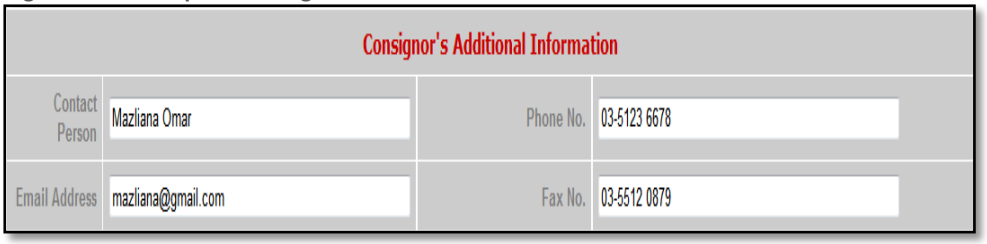
Figure 2-2.31 Consignor Additional Information section



1 Enter fields for **Contact Person**, **Email Address**, **Phone No.** and **Fax No.** field.

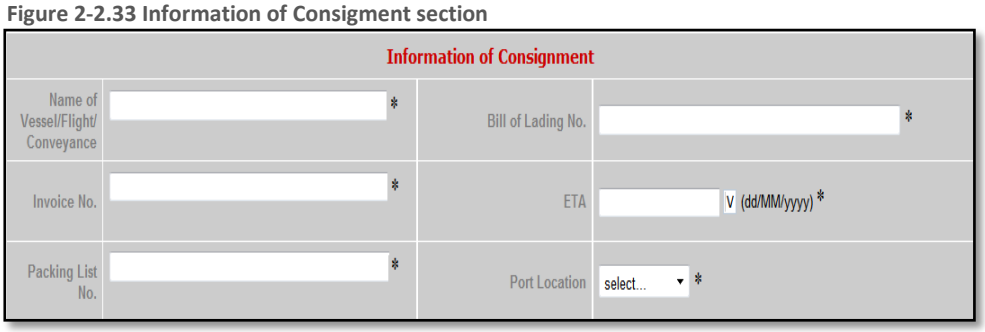
2 Sample of consignor's additional information as shown as below;

Figure 2-2.32 Sample of Consignor's Additional Information



Step 3 Information of Consigment

Figure 2-2.33 Information of Consigment section



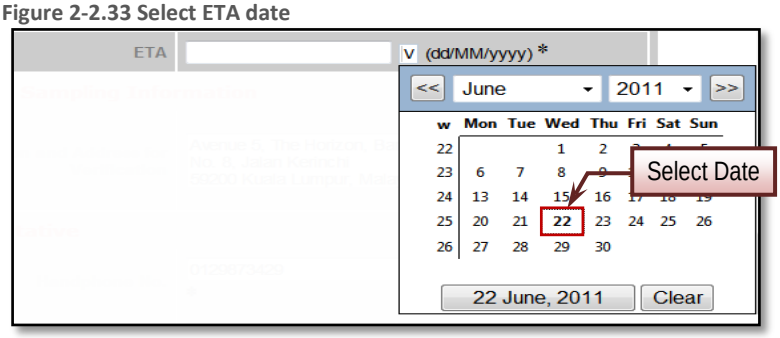
1 Enter **Name of Vessel / Flight / Conveyance** field.

2 Enter **Invoice No.** field.

3 Enter **Bill of Landing No.** field.

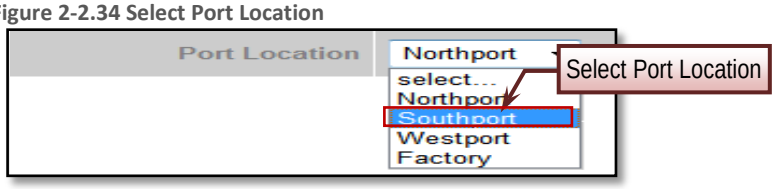
4 Enter **Packing List No.** field.

Figure 2-2.33 Select ETA date



5 Click dropdown button to select **ETA** date.

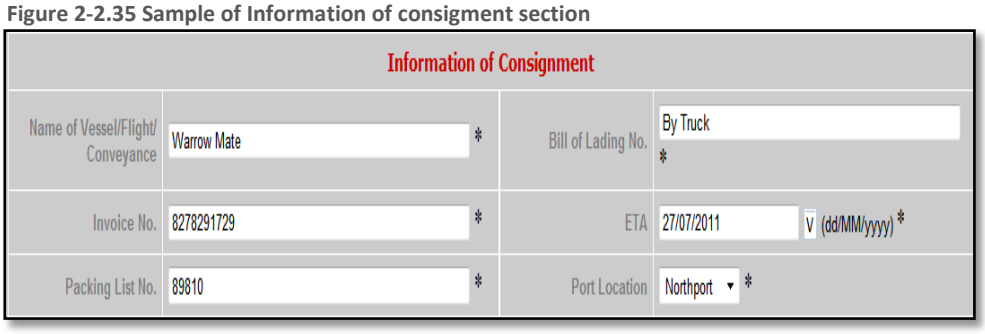
Figure 2-2.34 Select Port Location



6 Click dropdown button to select **Port Location**.

NOTE: Only user for Port Kelang need to select their port location.

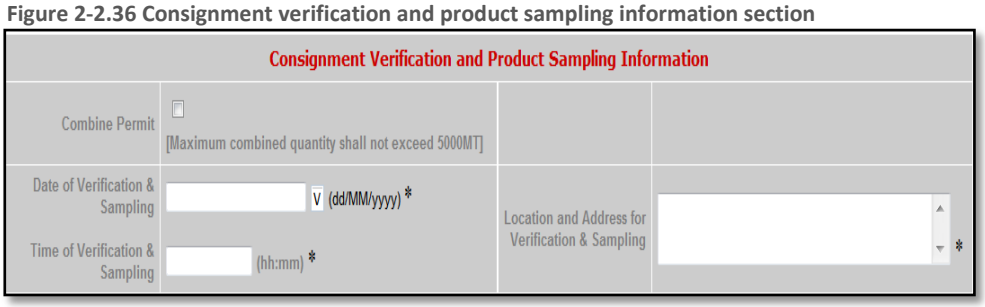
Figure 2-2.35 Sample of Information of consigment section



Note: The remark "*" field are compulsory.

Step 4 Consignment Verification and Product Sampling Information

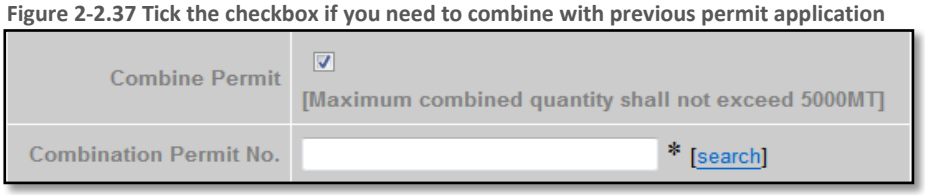
Figure 2-2.36 Consignment verification and product sampling information section


Consignment Verification and Product Sampling Information
Combine Permit
[Maximum combined quantity shall not exceed 5000MT]
Date of Verification & Sampling
(dd/MM/yyyy) *
Time of Verification & Sampling
(hh:mm) *
Location and Address for Verification & Sampling
*

1 Tick ☑ on the checkbox to **Combine Permit.**

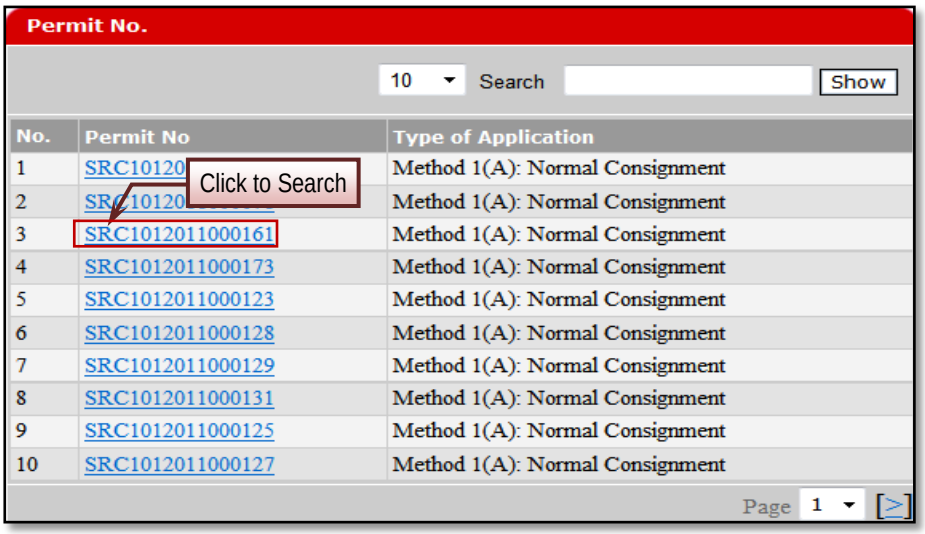
2 New section of Consignment will appear as shown below;

Figure 2-2.37 Tick the checkbox if you need to combine with previous permit application

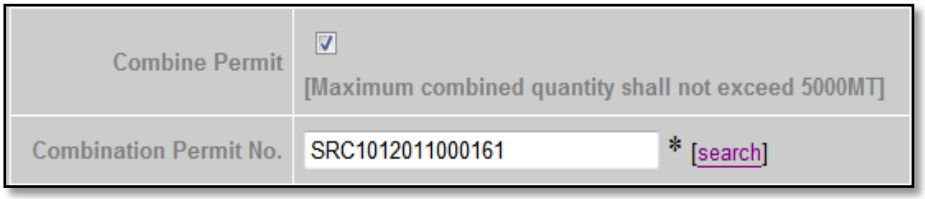


1 Click search hyperlink to select combination Permit No.

2 Permit No. screen will appear as shown as below;


Permit No.
10
Search
Show
No.
Permit No
Type of Application
1 SRC10120 Method 1(A): Normal Consignment
2 SRC10120 Method 1(A): Normal Consignment
3 SRC1012011000161 Method 1(A): Normal Consignment
4 SRC1012011000173 Method 1(A): Normal Consignment
5 SRC1012011000123 Method 1(A): Normal Consignment
6 SRC1012011000128 Method 1(A): Normal Consignment
7 SRC1012011000129 Method 1(A): Normal Consignment
8 SRC1012011000131 Method 1(A): Normal Consignment
9 SRC1012011000125 Method 1(A): Normal Consignment
10 SRC1012011000127 Method 1(A): Normal Consignment
Page 1 [>]
Click to Search

3 Permit No. will automatically loaded to combination Permit No. field.

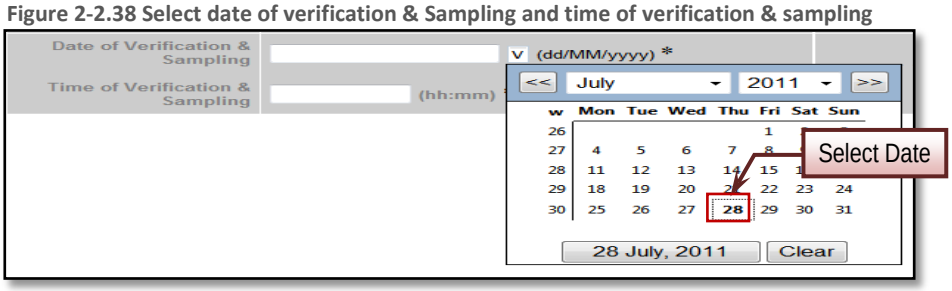


NOTE: Please take note, only Permit No. with status approved are acceptable.

3 Untick ☐ on the checkbox to uncombined permit.

4 Click dropdown to select **Date of Verification & Sampling** field.

Figure 2-2.38 Select date of verification & Sampling and time of verification & sampling

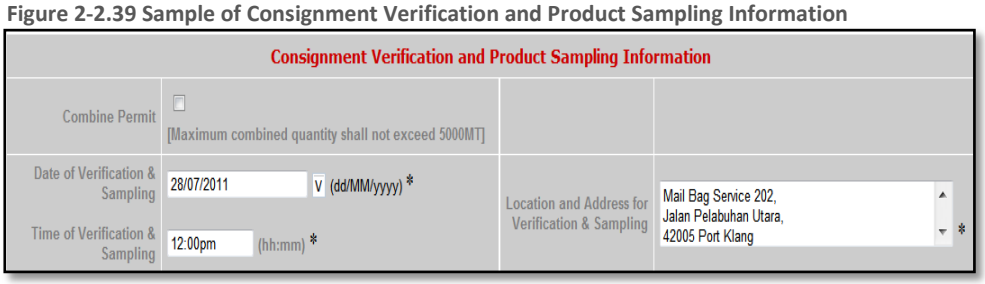

Date of Verification & Sampling
Time of Verification & Sampling
(dd/MM/yyyy) *
(hh:mm) *
<< July 2011 >>
w Mon Tue Wed Thu Fri Sat Sun
26 1
27 4 5 6 7 8
28 11 12 13 14 15
29 18 19 20 21 22 23 24
30 25 26 27 28 29 30 31
28 July, 2011
Clear
Select Date

5 Enter **Time of Verification & Sampling** field.

6 Enter **Location and Address for Verification** field.

7 Sample of Consignment Verification and Product Sampling Information;

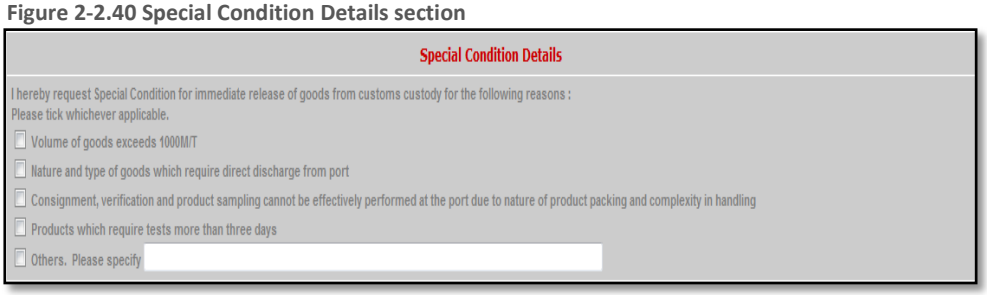
Figure 2-2.39 Sample of Consignment Verification and Product Sampling Information



Note: The remark "*" field are compulsory.

Step 5 Special Condition Details

Figure 2-2.40 Special Condition Details section


Special Condition Details
I hereby request Special Condition for immediate release of goods from customs custody for the following reasons :
Please tick whichever applicable.
Volume of goods exceeds 1000M/T
Nature and type of goods which require direct discharge from port
Consignment, verification and product sampling cannot be effectively performed at the port due to nature of product packing and complexity in handling
Products which require tests more than three days
Others. Please specify

1 Once read all the special condition, please tick ☑ on the checkbox whichever applicable on your request.

Tick if others request

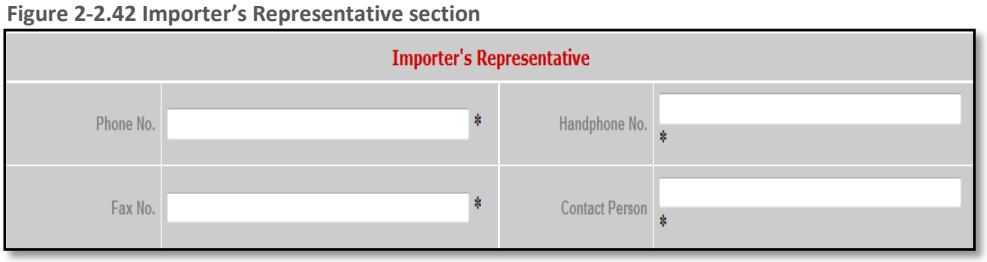
Figure 2-2.41 Tick Other's checkbox if you request others special condition

2 Tick on ☑ **Others** checkbox if your need none of the above.

3 Untick ☐ on the checkbox if no need a special condition.

Step 6 Importer's Representative

Figure 2-2.42 Importer's Representative section



1 Enter **Phone No.** field.

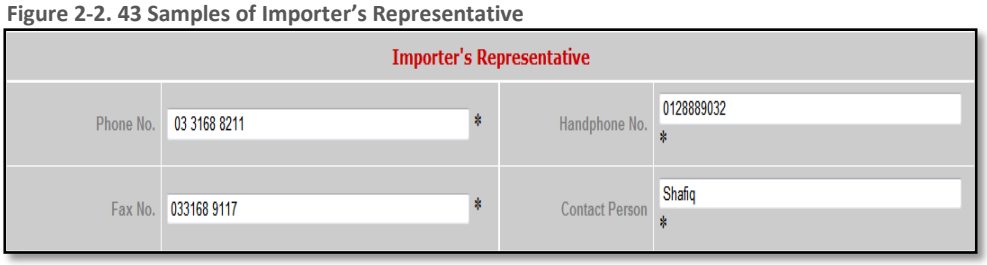
2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;

Figure 2-2. 43 Samples of Importer's Representative



Note: The remark "*" field are compulsory.

Step 7 Agent Information

Figure 2-2.44 Agent Information section

1 Enter **Phone No.** and **Fax No.** field.

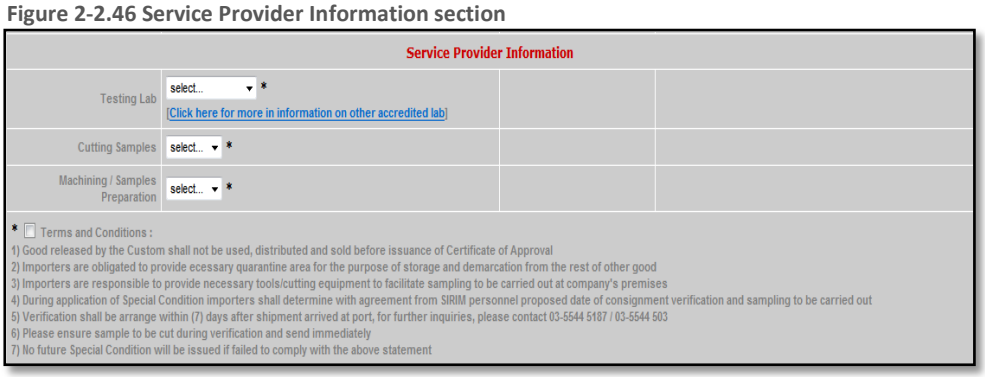
2 Sample of Agent information as shown as below;

Figure 2-2.45 Samples of Agent information

Note: The remark "*" field are compulsory.

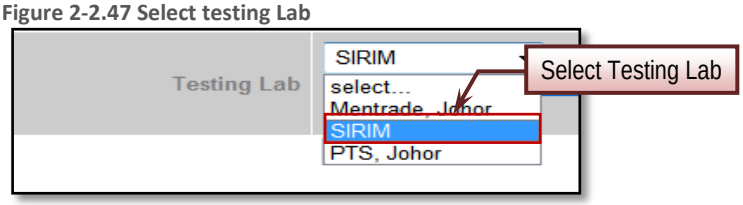
Step 8 Service Provider Information

Figure 2-2.46 Service Provider Information section


Service Provider Information
Testing Lab
select...
[Click here for more in information on other accredited lab]
Cutting Samples
select...
Machining / Samples Preparation
select...
Terms and Conditions :
1) Good released by the Custom shall not be used, distributed and sold before issuance of Certificate of Approval
2) Importers are obligated to provide ecessary quarantine area for the purpose of storage and demarcation from the rest of other good
3) Importers are responsible to provide necessary tools/cutting equipment to facilitate sampling to be carried out at company's premises
4) During application of Special Condition importers shall determine with agreement from SIRIM personnel proposed date of consignment verification and sampling to be carried out
5) Verification shall be arrange within (7) days after shipment arrived at port, for further inquiries, please contact 03-5544 5187 / 03-5544 503
6) Please ensure sample to be cut during verification and send immediately
7) No future Special Condition will be issued if failed to comply with the above statement

1 Click dropdown to select **Testing Lab** field. E.g: **SIRIM**

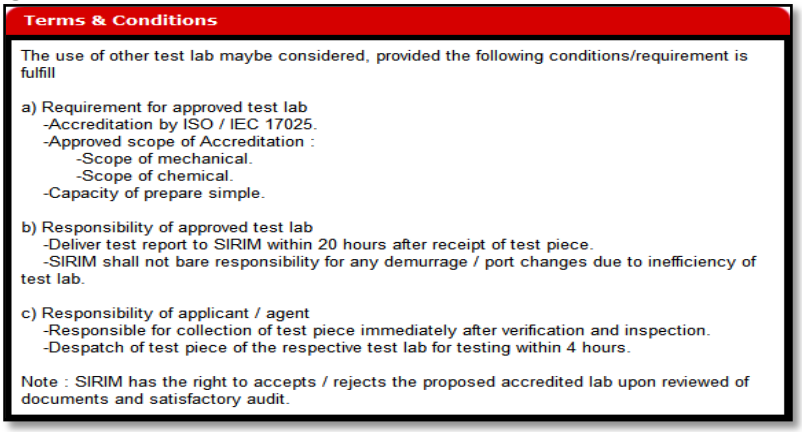
Figure 2-2.47 Select testing Lab



2 Click on [Click here for more in information on other accredited lab] hyperlink to know more information.

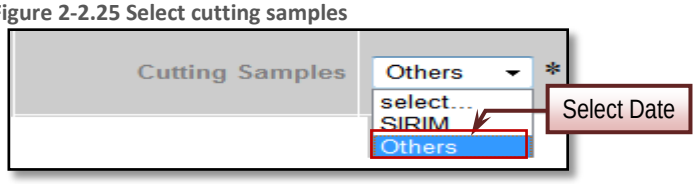
3 **Terms & Condition** pop up window alert appear as shown as below;

Figure 2-2.48 Read all the Term and Condition


Terms & Conditions
The use of other test lab maybe considered, provided the following conditions/requirement is fulfill
a) Requirement for approved test lab
-Accreditation by ISO / IEC 17025.
-Approved scope of Accreditation :
-Scope of mechanical.
-Scope of chemical.
-Capacity of prepare simple.
b) Responsibility of approved test lab
-Deliver test report to SIRIM within 20 hours after receipt of test piece.
-SIRIM shall not bare responsibility for any demurrage / port changes due to inefficiency of test lab.
c) Responsibility of applicant / agent
-Responsible for collection of test piece immediately after verification and inspection.
-Despatch of test piece of the respective test lab for testing within 4 hours.
Note : SIRIM has the right to accepts / rejects the proposed accredited lab upon reviewed of documents and satisfactory audit.

4 Click dropdown to select **Cutting Samples field.**

Figure 2-2.25 Select cutting samples

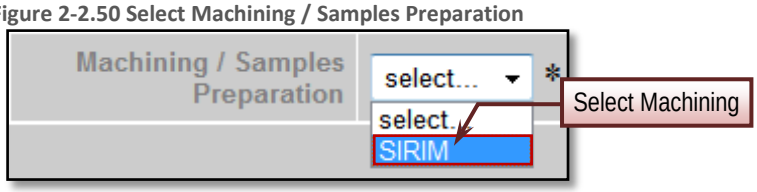


1 If you are selecting **Others** then, you need to specify the things.

Figure 2-2.25 Please specify others.

5 Click dropdown list to select **Machining / Samples Preparation**.

Figure 2-2.50 Select Machining / Samples Preparation



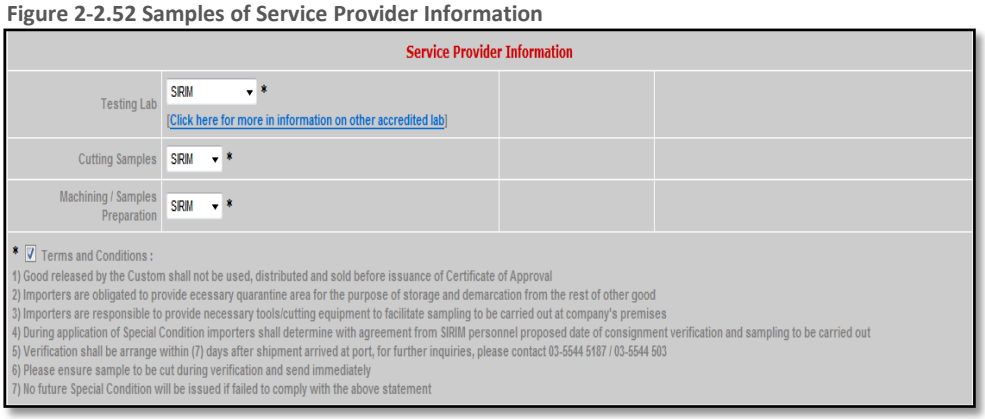
6 Please tick ☑ on the checkbox if agree with term and conditions.

Figure 2-2.51 Tick the checkbox once you read all term & condition.

Terms and Conditions :
Tick the checkbox
and sold before issuance of Certificate of Approval
for the purpose of storage and demarcation from the rest of other good
equipment to facilitate sampling to be carried out at company's premises
4) During application of Special Condition importers shall determine with agreement from SIRIM personnel proposed date of consignment verification and sampling to be carried out
5) Verification shall be arrange within (7) days after shipment arrived at port, for further inquiries, please contact 03-5544 5187 / 03-5544 503
6) Please ensure sample to be cut during verification and send immediately
7) No future Special Condition will be issued if failed to comply with the above statement

7 Sample of Service Provider Information as shown as below;

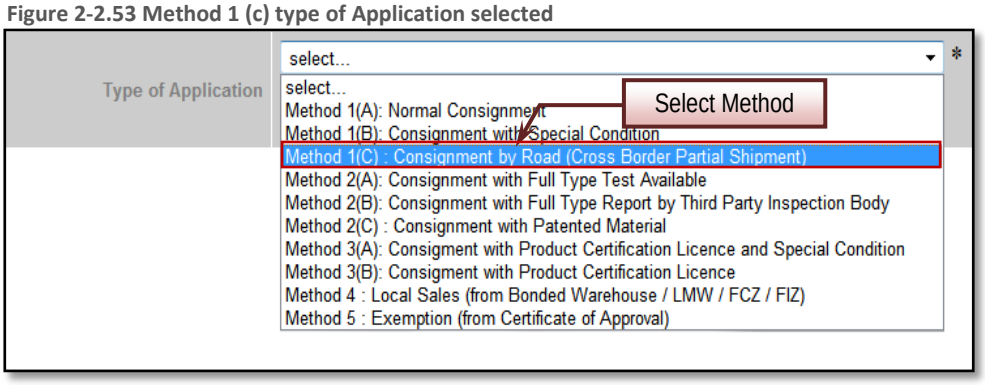
Figure 2-2.52 Samples of Service Provider Information


Service Provider Information
Testing Lab
SIRIM
[Click here for more in information on other accredited lab]
Cutting Samples
SIRIM
Machining / Samples Preparation
SIRIM
Terms and Conditions :
1) Good released by the Custom shall not be used, distributed and sold before issuance of Certificate of Approval
2) Importers are obligated to provide ecessary quarantine area for the purpose of storage and demarcation from the rest of other good
3) Importers are responsible to provide necessary tools/cutting equipment to facilitate sampling to be carried out at company's premises
4) During application of Special Condition importers shall determine with agreement from SIRIM personnel proposed date of consignment verification and sampling to be carried out
5) Verification shall be arrange within (7) days after shipment arrived at port, for further inquiries, please contact 03-5544 5187 / 03-5544 503
6) Please ensure sample to be cut during verification and send immediately
7) No future Special Condition will be issued if failed to comply with the above statement

Note: The remark "*" field are compulsory.

c) Method 1 (C): Consignment by Road (Cross Border Partial Shipment)

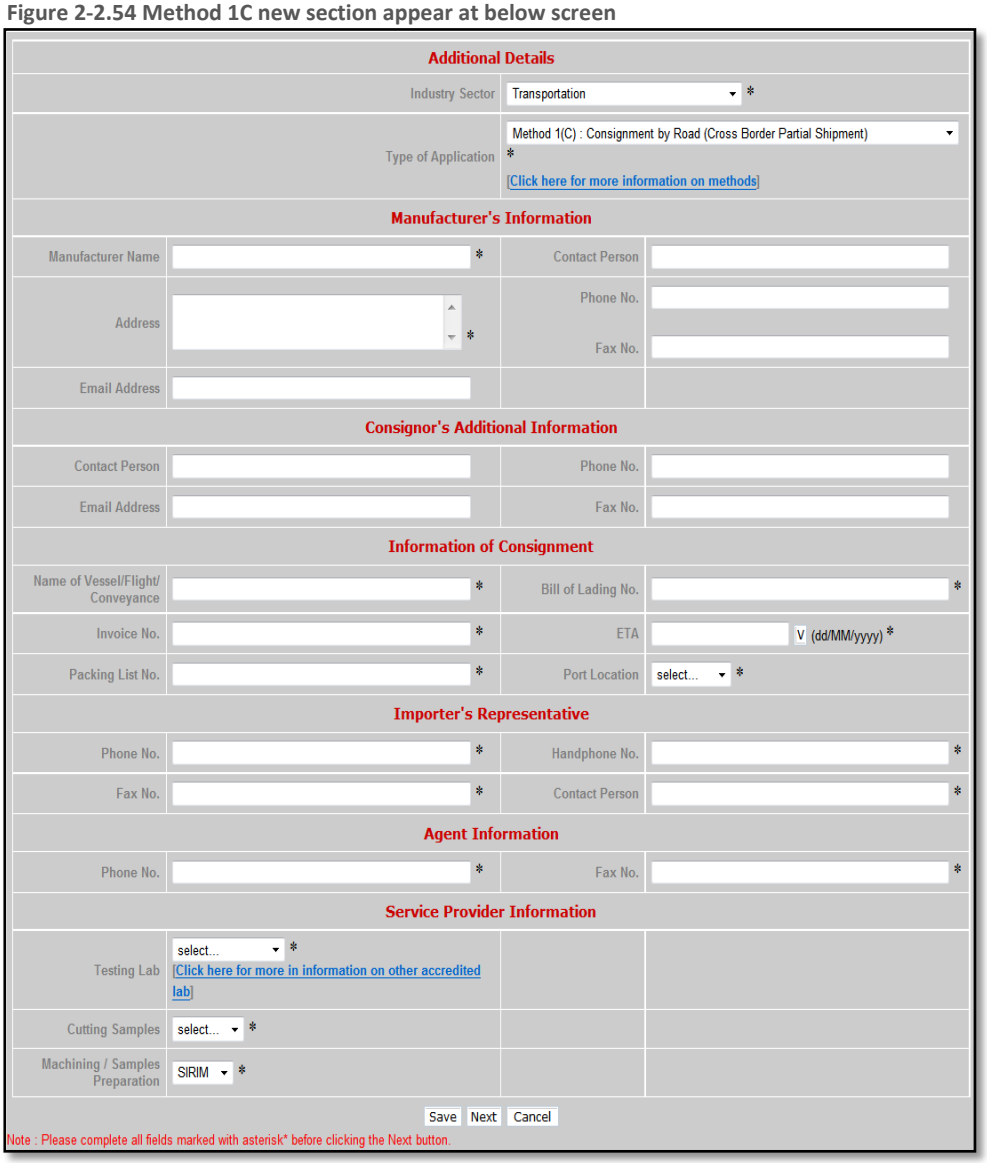
Figure 2-2.53 Method 1 (c) type of Application selected


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consignment with Product Certification Licence and Special Condition
Method 3(B): Consignment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method

1 Click dropdown button to select the **Method 1 (C): Consignment by Road (Cross Border Partial Shipment).**

2 New section will appear at below screen.

Figure 2-2.54 Method 1C new section appear at below screen



Note: The remark "*" field are compulsory.

Step 1 Manufacturer's Information Section

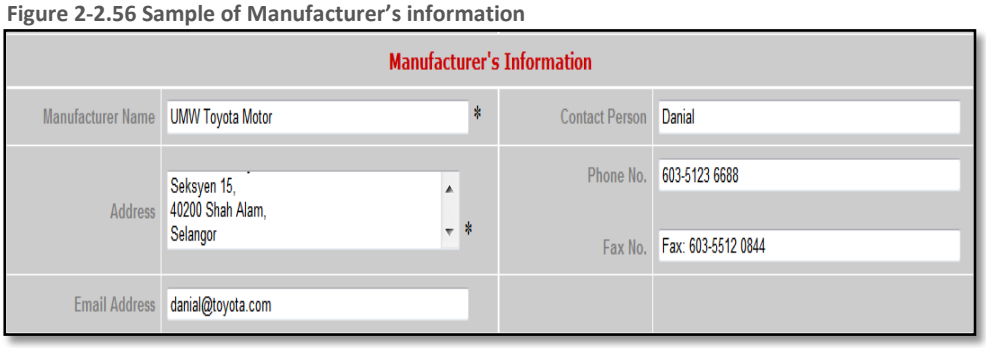
Figure 2-2.55 Manufacturer's Information section

1 Enter **Manufacturer Name** field.

2 Enter **Address** field.

3 Enter fields for **Email Address**, **Contact Person**, **Phone No.** and **Fax No.**

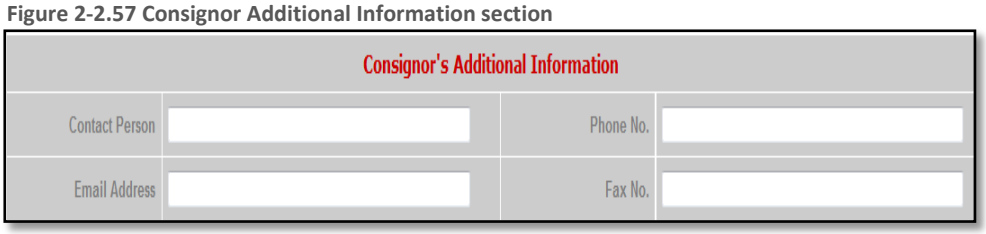
Figure 2-2.56 Sample of Manufacturer's information



Note: The remark "*" field are compulsory.

Step 2 Consignor Additional Information

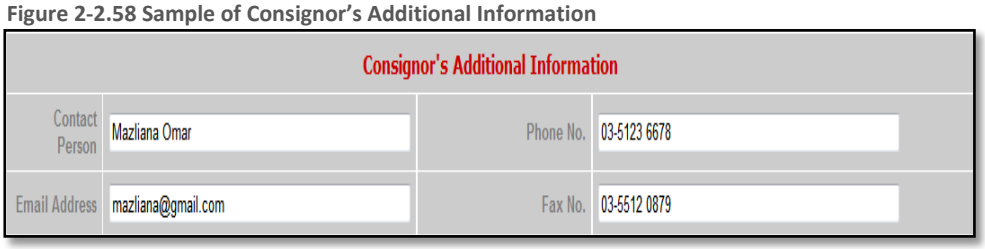
Figure 2-2.57 Consignor Additional Information section



1 Enter fields for **Contact Person**, **Email Address**, **Phone No.** and **Fax No.** field.

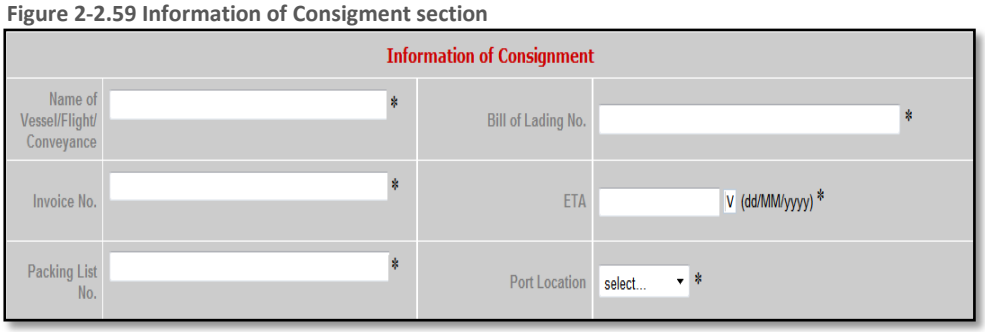
2 Sample of consignor's additional information as shown as below;

Figure 2-2.58 Sample of Consignor's Additional Information



Step 3 Information of Consigment

Figure 2-2.59 Information of Consigment section



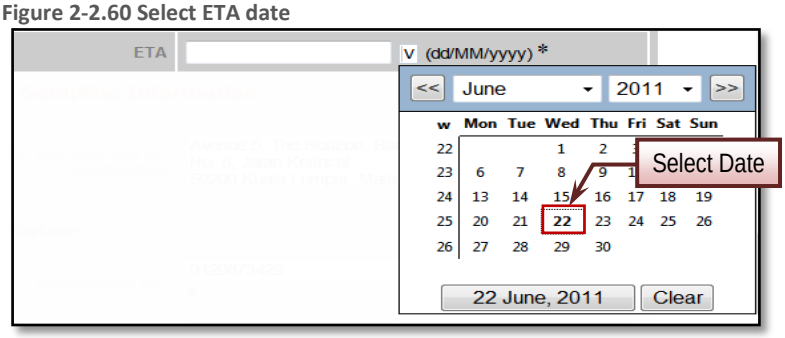
1 Enter **Name of Vessel / Flight / Conveyance** field.

2 Enter **Invoice No.** field.

3 Enter **Bill of Landing No.** field.

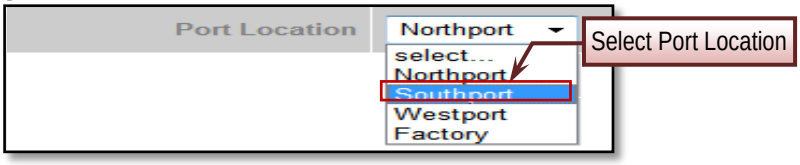
4 Enter Packing List No. field.

Figure 2-2.60 Select ETA date



5 Click dropdown button to select **ETA** date.

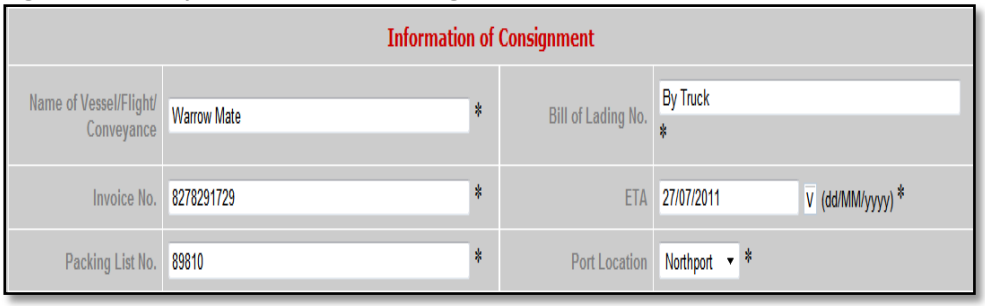
Figure 2-2.61 Select Port Location



6 Click dropdown button to select Port Location.

NOTE: Only user for Port Kelang need to select their port location.

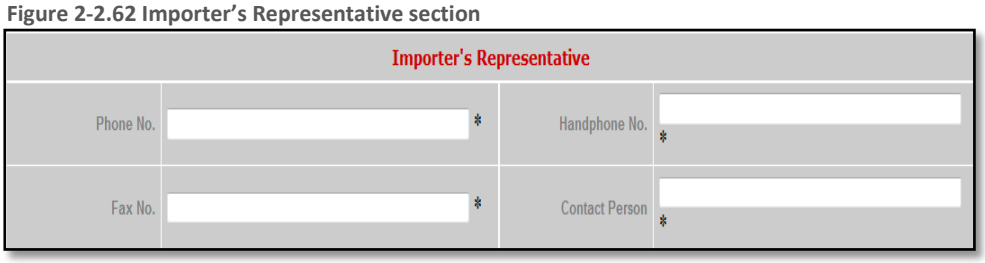
Figure 2-2.62 Sample of Information of consigment section



Note: The remark "*" field are compulsory.

Step 4 Importer's Representative

Figure 2-2.62 Importer's Representative section



1 Enter **Phone No.** field.

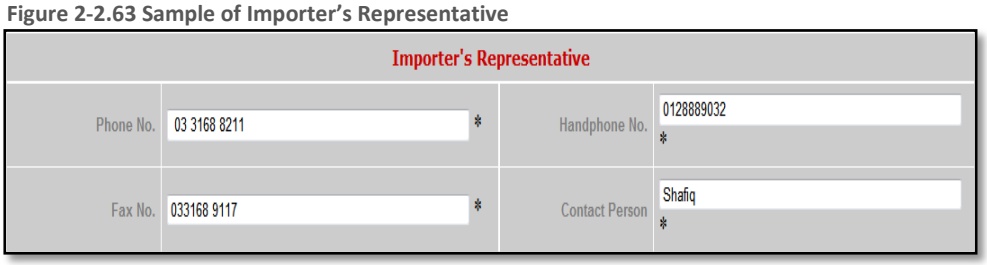
2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;

Figure 2-2.63 Sample of Importer's Representative



Note: The remark "*" field are compulsory.

Step 5 Agent Information

Figure 2-2.64 Agent Information section

1 Enter **Phone No.** and **Fax No.** field.

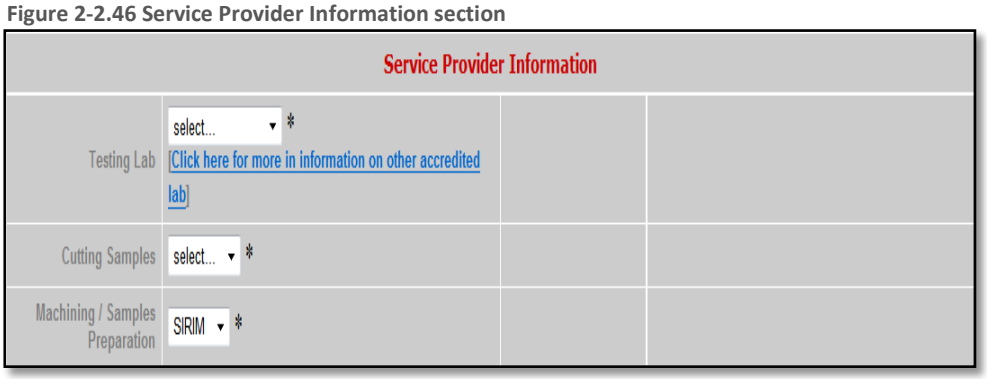
2 Sample of Agent information as shown as below;

Figure 2-2.65 Samples of Agent Information

Note: The remark "*" field are compulsory.

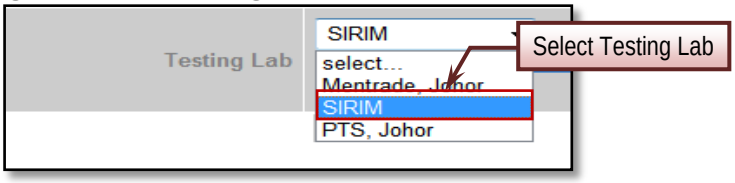
Step 6 Service Provider Information

Figure 2-2.46 Service Provider Information section



1 Click dropdown to select **Testing Lab** field. E.g: **SIRIM**

Figure 2-2.47 Select testing Lab

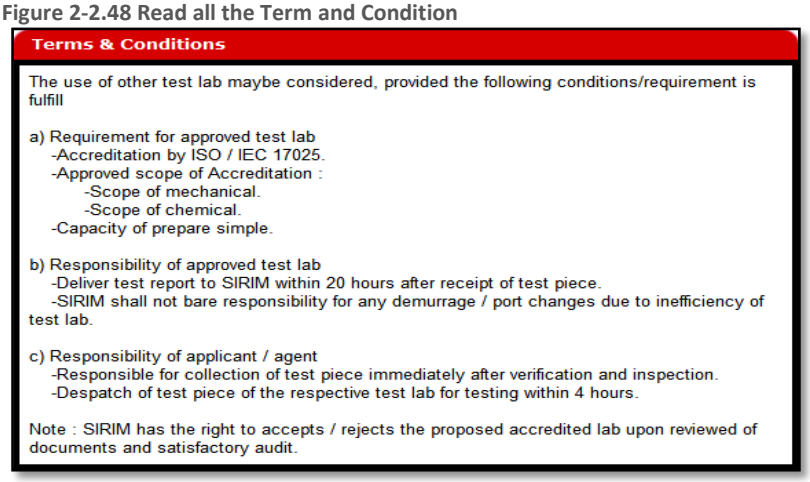


2 Click on [Click here for more in information on other accredited lab] hyperlink to know

more information.

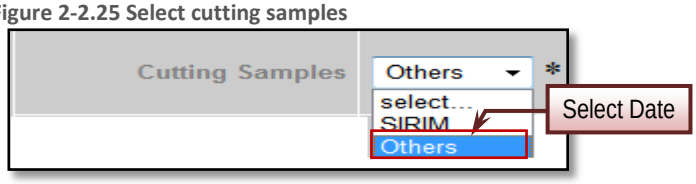
3 **Terms & Condition** pop up window alert appear as shown as below;

Figure 2-2.48 Read all the Term and Condition


Terms & Conditions
The use of other test lab maybe considered, provided the following conditions/requirement is fulfill
a) Requirement for approved test lab
-Accreditation by ISO / IEC 17025.
-Approved scope of Accreditation :
-Scope of mechanical.
-Scope of chemical.
-Capacity of prepare simple.
b) Responsibility of approved test lab
-Deliver test report to SIRIM within 20 hours after receipt of test piece.
-SIRIM shall not bare responsibility for any demurrage / port changes due to inefficiency of test lab.
c) Responsibility of applicant / agent
-Responsible for collection of test piece immediately after verification and inspection.
-Despatch of test piece of the respective test lab for testing within 4 hours.
Note : SIRIM has the right to accepts / rejects the proposed accredited lab upon reviewed of documents and satisfactory audit.

4 Click dropdown to select **Cutting Samples field.**

Figure 2-2.25 Select cutting samples

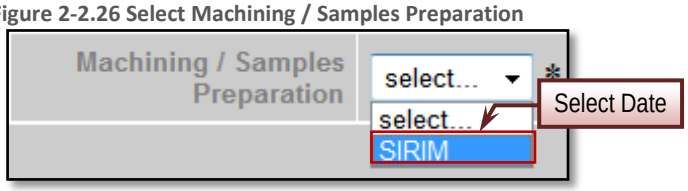


5 If you are selecting **Others** then, you need to specify the things.

Figure 2-2.25 Please specify others.

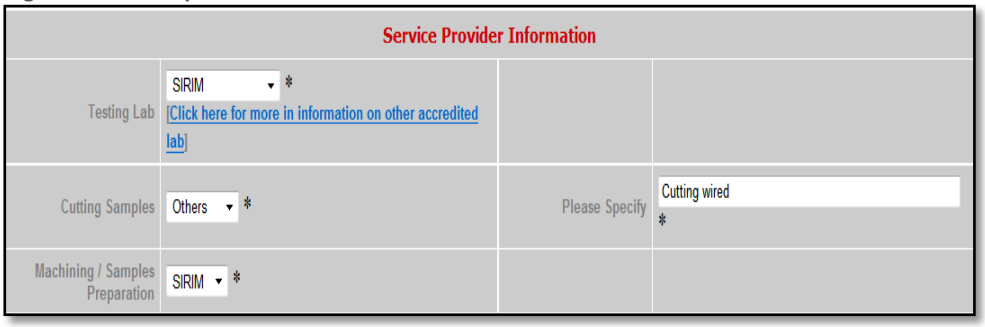
7 Click dropdown list to select **Machining / Samples Preparation**.

Figure 2-2.26 Select Machining / Samples Preparation



8 Sample of Service Provider Information as shown as below;

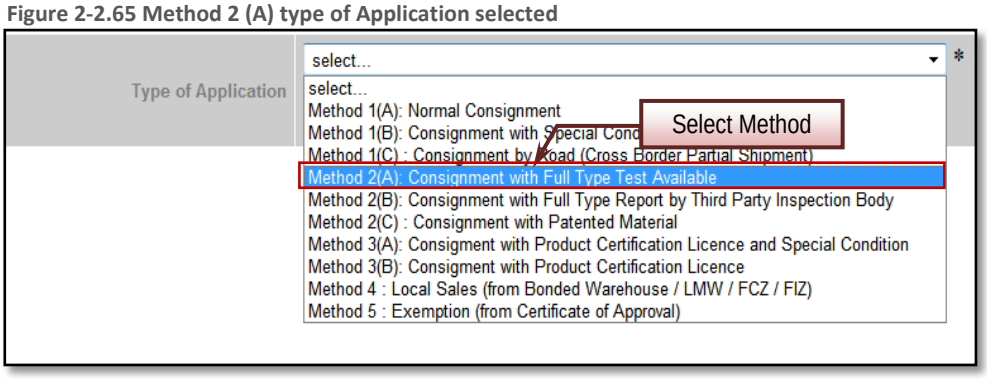
Figure 2-2.27 Samples of Service Provider Information



Note: The remark "*" field are compulsory.

d) Method 2(A) : Consignment with Full Type Test Available

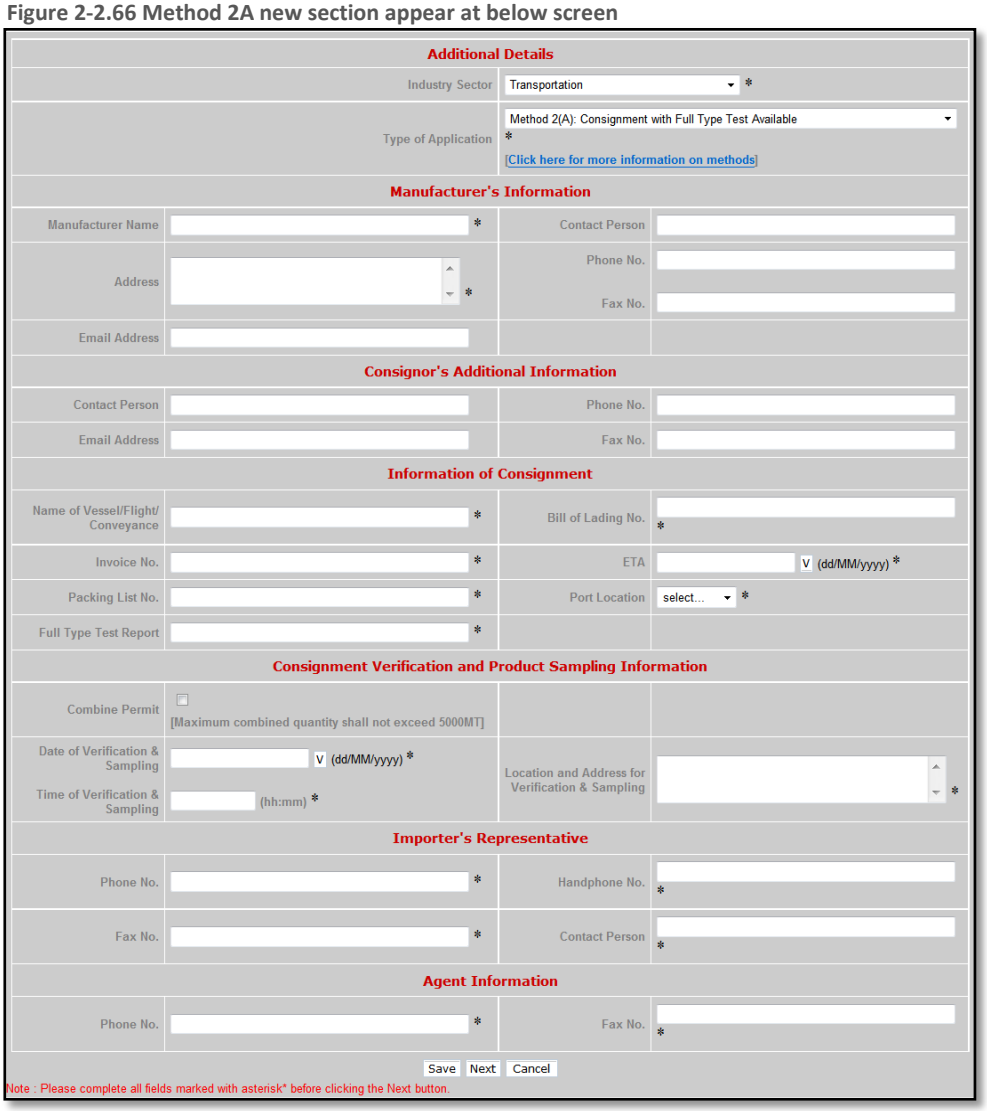
Figure 2-2.65 Method 2 (A) type of Application selected


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Cond
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consigment with Product Certification Licence and Special Condition
Method 3(B): Consigment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method

1 Click dropdown button to select the **Method 2(A): Consignment with Full Type Test Available.**

2 New section will appear at below screen.

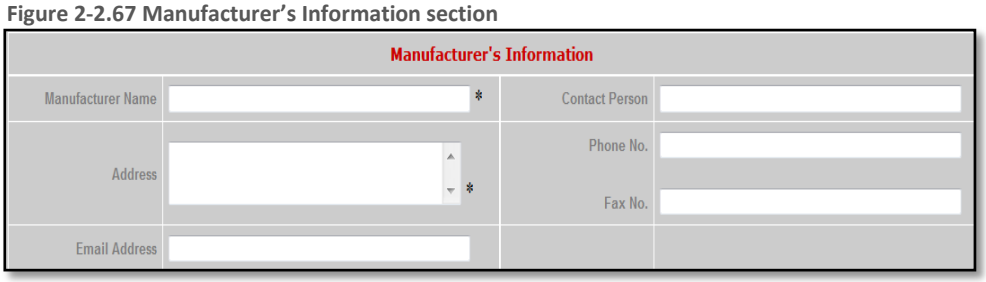
Figure 2-2.66 Method 2A new section appear at below screen



Note: The remark "*" field are compulsory.

Step 1 Manufacturer's Information Section

Figure 2-2.67 Manufacturer's Information section

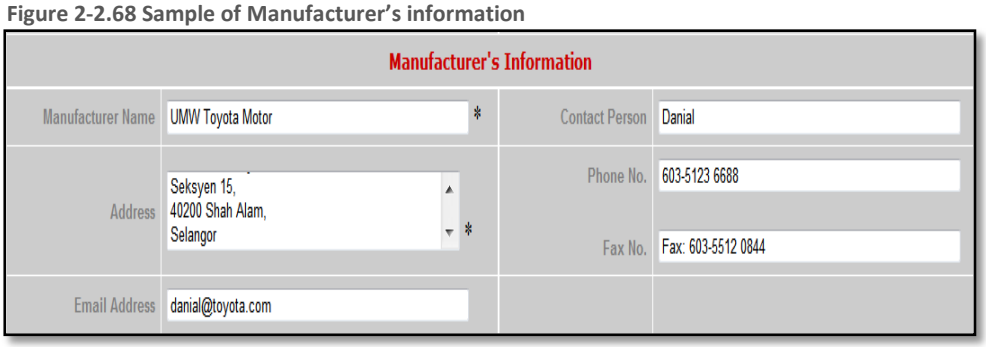


1 Enter **Manufacturer Name** field.

2 Enter **Address** field.

3 Enter fields for **Email Address**, **Contact Person**, **Phone No.** and **Fax No.**

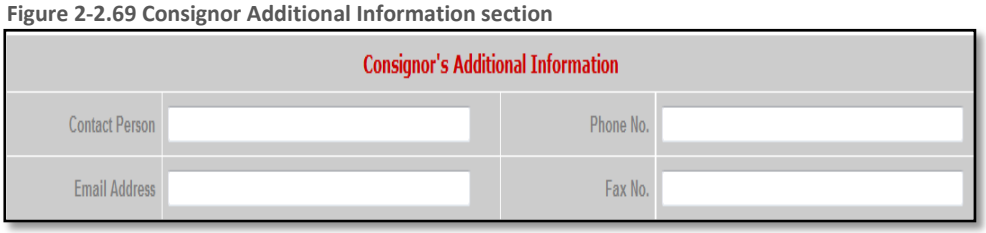
Figure 2-2.68 Sample of Manufacturer's information



Note: The remark "*" field are compulsory.

Step 2 Consignor Additional Information

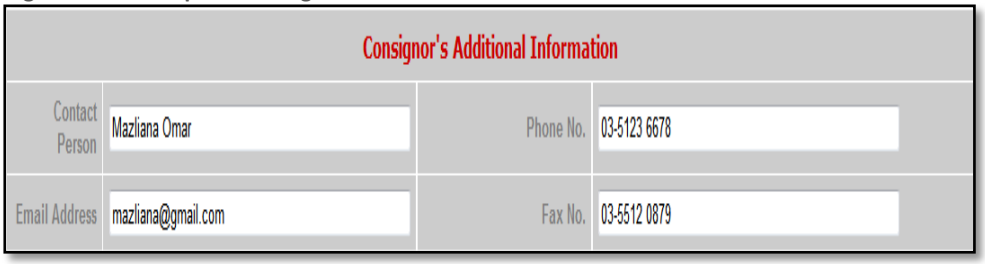
Figure 2-2.69 Consignor Additional Information section



1 Enter fields for **Contact Person**, **Email Address**, **Phone No.** and **Fax No.** field.

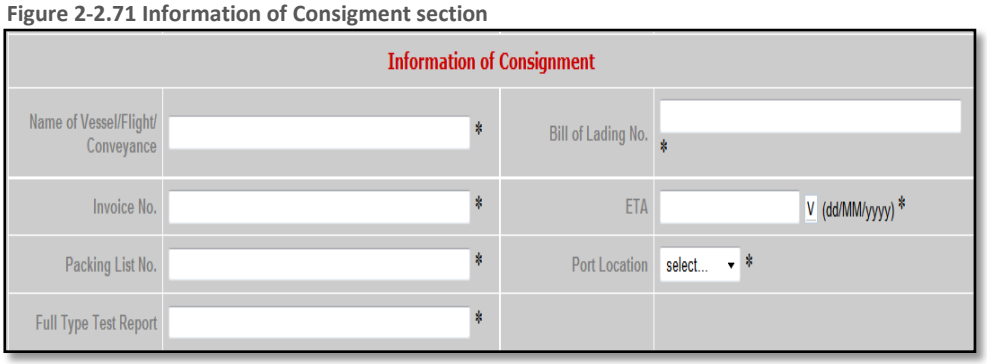
2 Sample of consignor's additional information as shown as below;

Figure 2-2.70 Sample of Consignor's Additional Information



Step 3 Information of Consigment

Figure 2-2.71 Information of Consigment section



1 Enter **Name of Vessel / Flight / Conveyance** field.

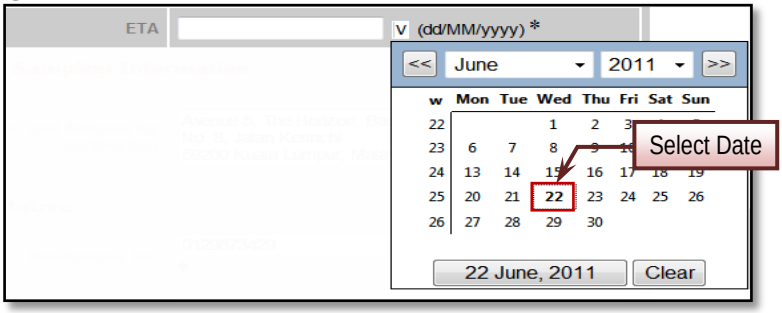
2 Enter **Invoice No.** field.

3 Enter **Bill of Landing No.** field.

4 Enter **Packing List No.** field.

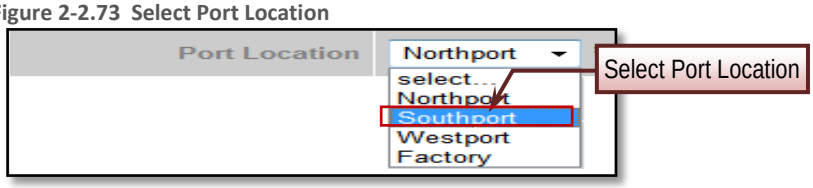
5 Enter **Full Type Test Report** field.

Figure 2-2.72 Select ETA date



6 Click dropdown button to select **ETA** date.

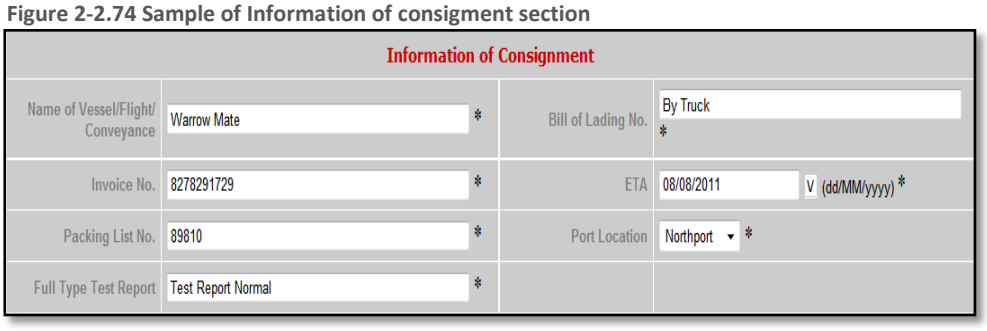
Figure 2-2.73 Select Port Location



7 Click dropdown button to select **Port Location**.

NOTE: Only user for Port Kelang need to select their port location.

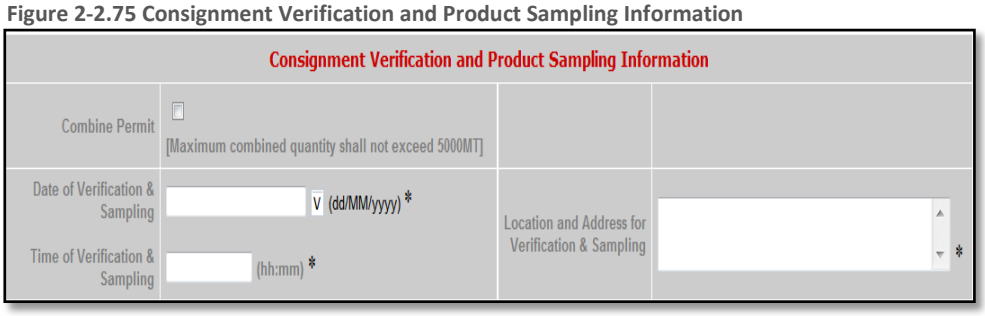
Figure 2-2.74 Sample of Information of consigment section



Note: The remark "*" field are compulsory.

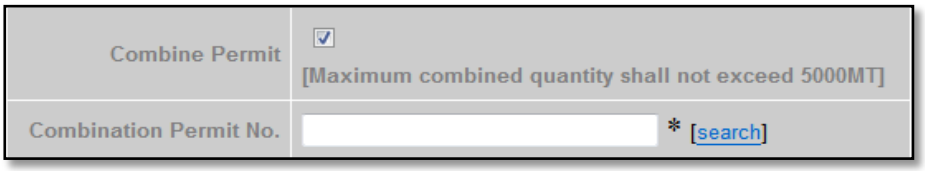
Step 4 Consignment Verification and Product Sampling Information

Figure 2-2.75 Consignment Verification and Product Sampling Information


Consignment Verification and Product Sampling Information
Combine Permit
[Maximum combined quantity shall not exceed 5000MT]
Date of Verification & Sampling
(dd/MM/yyyy) *
Time of Verification & Sampling
(hh:mm) *
Location and Address for Verification & Sampling
*

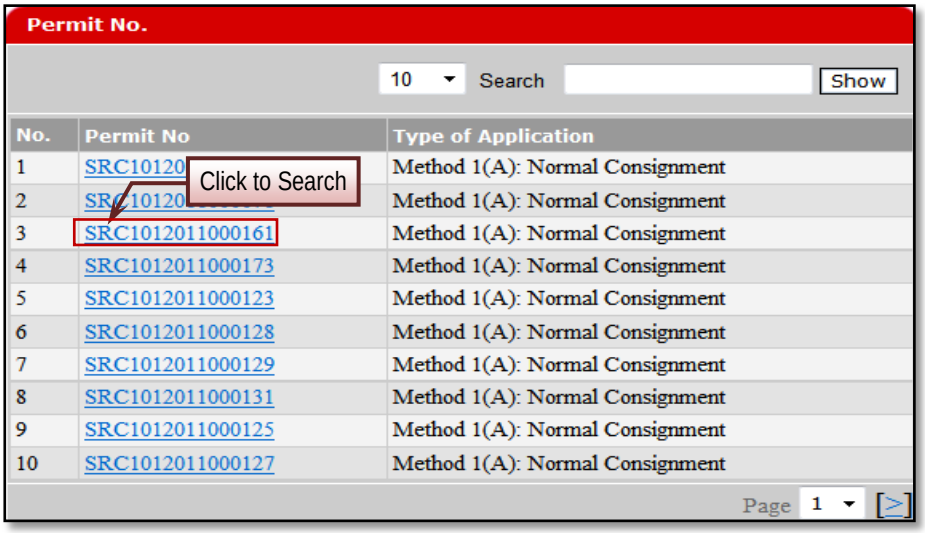
1 Tick ☑ on the checkbox to **Combine Permit.**

2 New section of Consignment will appear as shown below;

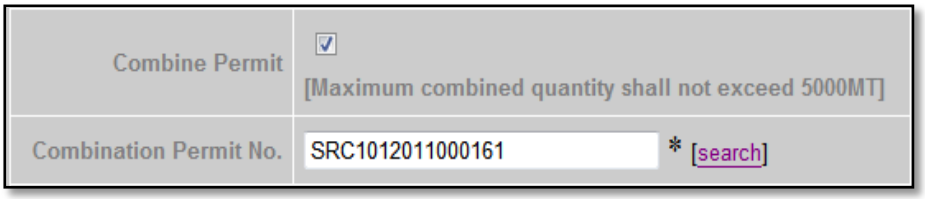


3 Click [search] hyperlink to select **combination Permit No**.

4 **Permit No.** screen will appear as shown as below;


Permit No.
10
Search
Show
No.
Permit No
Type of Application
1 SRC10120 Method 1(A): Normal Consignment
2 SRC10120 Method 1(A): Normal Consignment
3 SRC1012011000161 Method 1(A): Normal Consignment
4 SRC1012011000173 Method 1(A): Normal Consignment
5 SRC1012011000123 Method 1(A): Normal Consignment
6 SRC1012011000128 Method 1(A): Normal Consignment
7 SRC1012011000129 Method 1(A): Normal Consignment
8 SRC1012011000131 Method 1(A): Normal Consignment
9 SRC1012011000125 Method 1(A): Normal Consignment
10 SRC1012011000127 Method 1(A): Normal Consignment
Page 1
Click to Search

5 Permit No. will automatically loaded to combination Permit No. field.

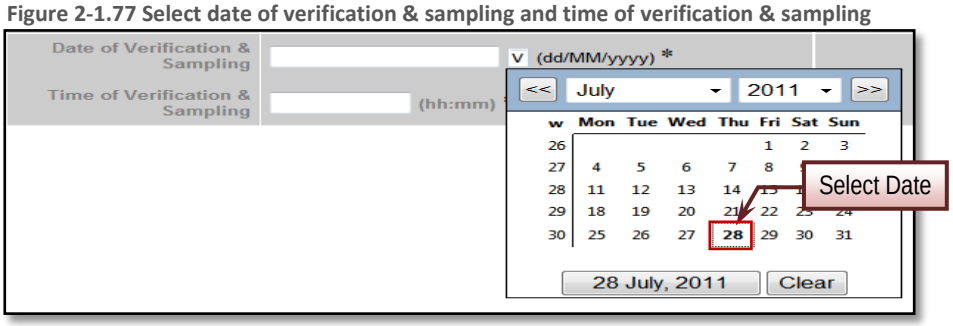


NOTE: Please take note, only Permit No. with status approved are acceptable.

6 Untick ☐ on the checkbox to uncombined permit.

7 Click dropdown to select **Date of Verification & Sampling** field.

Figure 2-1.77 Select date of verification & sampling and time of verification & sampling

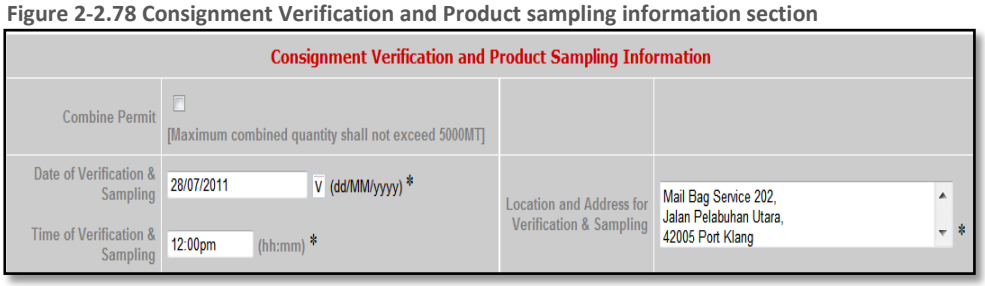

Date of Verification & Sampling
Time of Verification & Sampling
(dd/MM/yyyy) *
(hh:mm) *
<< July 2011 >>
w Mon Tue Wed Thu Fri Sat Sun
26 1 2 3
27 4 5 6 7 8
28 11 12 13 14
29 18 19 20 21 22 24
30 25 26 27 28 29 30 31
Select Date
28 July, 2011
Clear

8 Enter **Time of Verification & Sampling** field.

9 Enter **Location and Address for Verification** field.

10 Sample of Consignment Verification and Product Sampling Information;

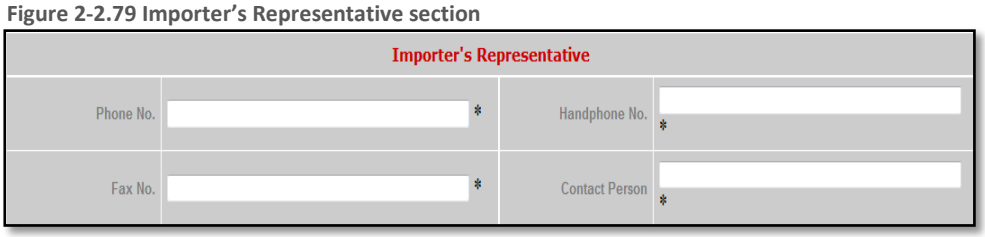
Figure 2-2.78 Consignment Verification and Product sampling information section



Note: The remark "*" field are compulsory.

Step 5 Importer's Representative

Figure 2-2.79 Importer's Representative section



1 Enter **Phone No.** field.

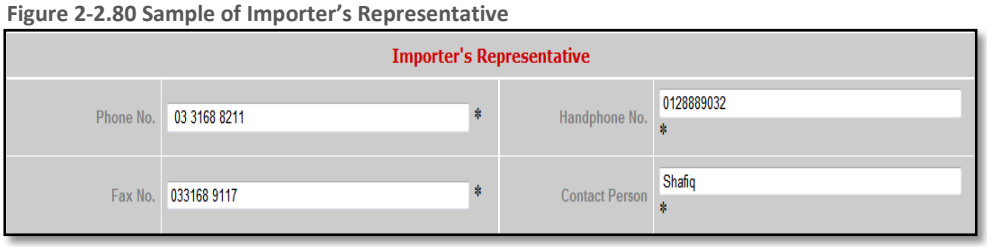
2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;

Figure 2-2.80 Sample of Importer's Representative



Note: The remark "*" field are compulsory.

Step 6 Agent Information

Figure 2-2.81 Agent Information section

1 Enter **Phone No.** and **Fax No.** field.

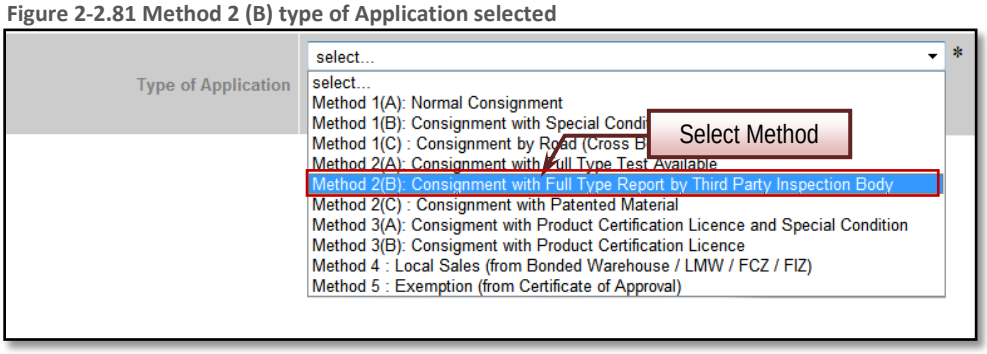
2 Sample of Agent information as shown as below;

Figure 2-2.83 Samples of Agent Information

Note: The remark "*" field are compulsory.

e) Method 2(B) : Consignment with Full Type Report by Third Party Inspection Body.

Figure 2-2.81 Method 2 (B) type of Application selected


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condi
Method 1(C) : Consignment by Road (Cross B
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consigment with Product Certification Licence and Special Condition
Method 3(B): Consigment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method

1 Click dropdown button to select the **Method 2(B): Consignment with Full Type Report by Third Party Inspection Body.**

2 New section will appear at below screen.

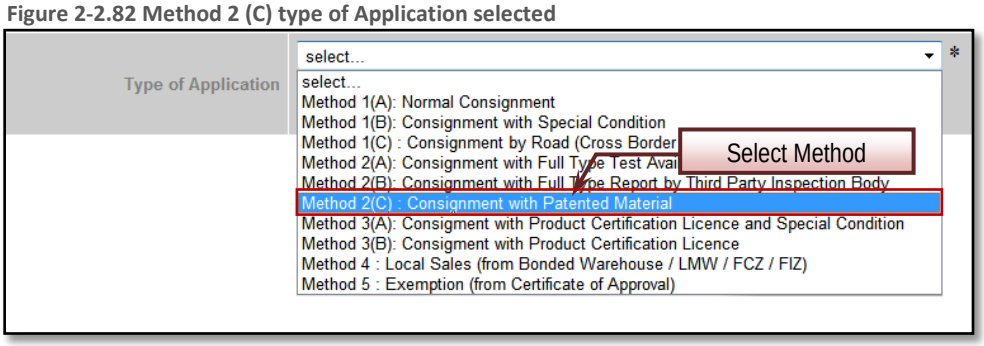
Figure 2-2.81 Method 2B new section appear at below screen

Note: The remark "*" field are compulsory.

Please refer step Method 2(A): Consignment with Full Type Test Available for more details.

f) Method 2(C) : Consignment with Patented Material.

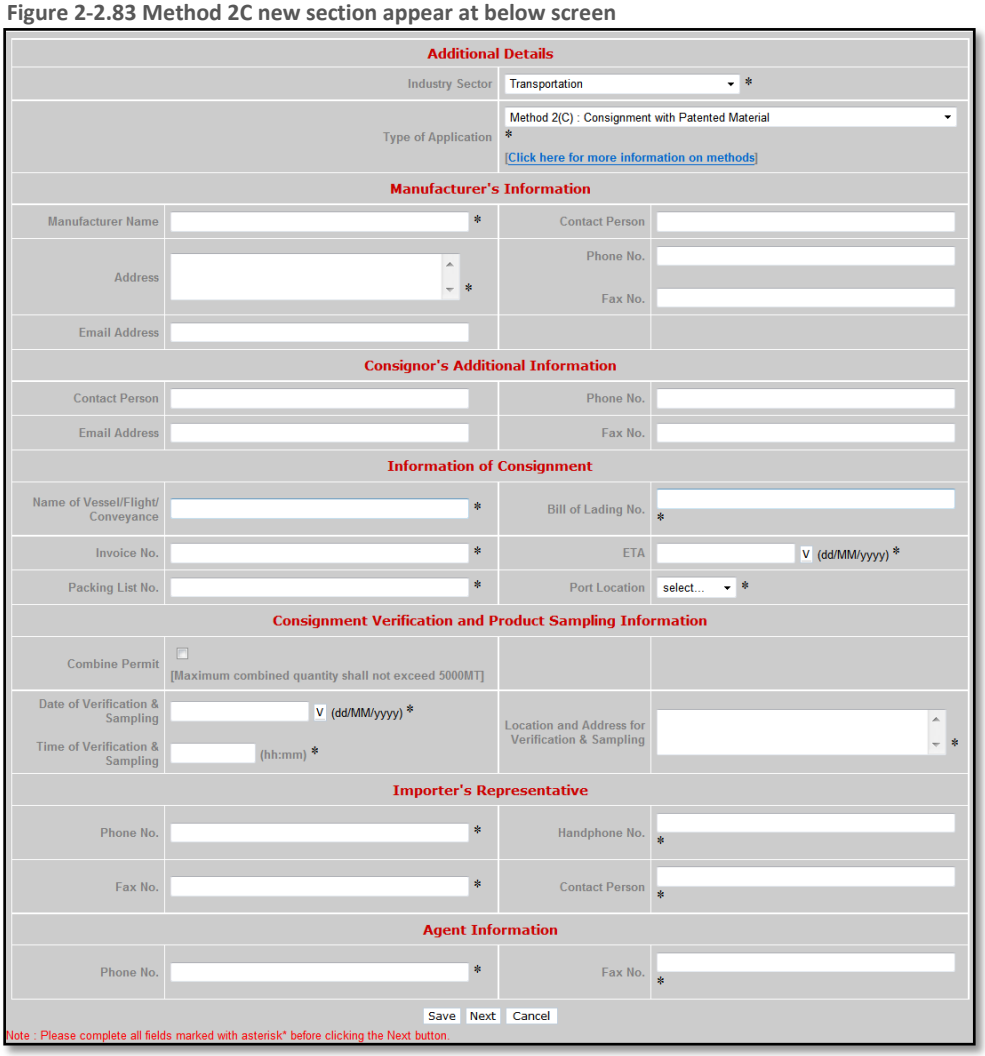
Figure 2-2.82 Method 2 (C) type of Application selected


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border
Method 2(A): Consignment with Full Type Test Avai
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consignment with Product Certification Licence and Special Condition
Method 3(B): Consignment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method

1 Click dropdown button to select the **Method 2(C): Consignment with Patented Material.**

2 New section will appear at below screen.

Figure 2-2.83 Method 2C new section appear at below screen

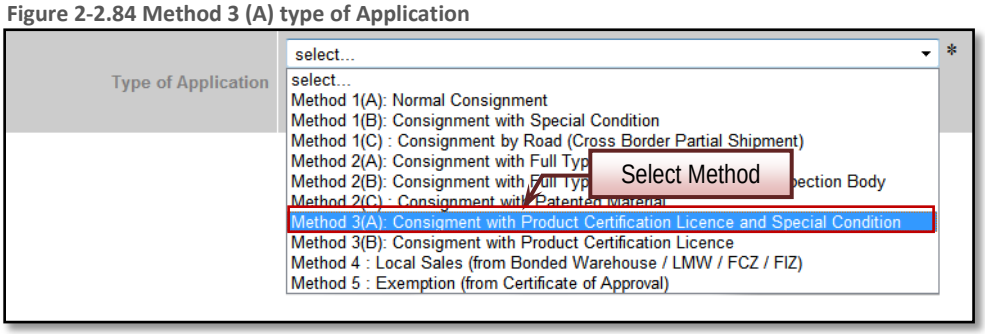


Note: The remark "*" field are compulsory.

Please refer step Method 2(A): Consignment with Full Type Test Available for more details.

g) Method 3(A) : Consignment with Product Certification License and Special Condition.

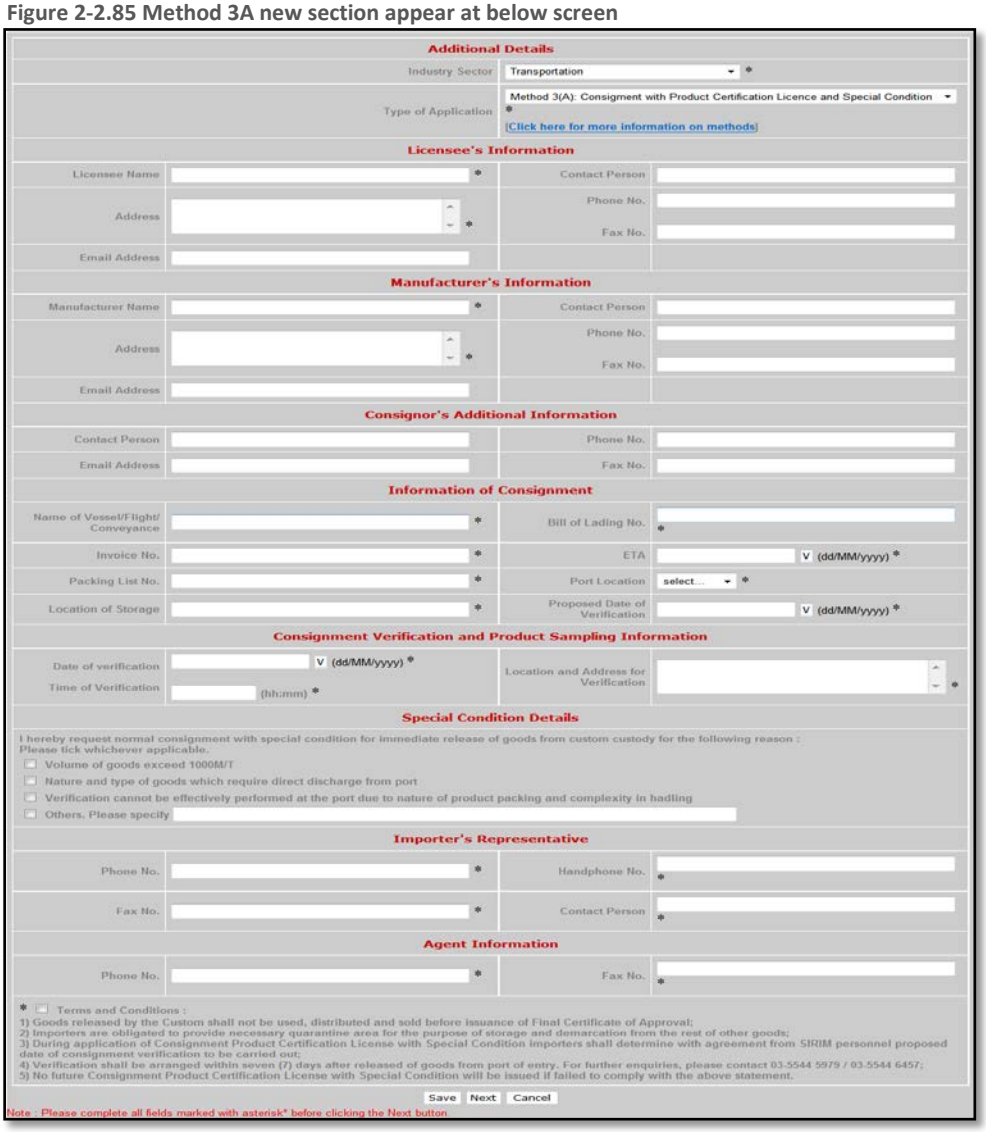
Figure 2-2.84 Method 3 (A) type of Application


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Typ
Method 2(B): Consignment with Full Typ
Method 2(C) : Consignment with Patented Material
Select Method
Method 3(A): Consignment with Product Certification Licence and Special Condition
Method 3(B): Consignment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)

1 Click dropdown button to select the **Method 3(A): Consignment with Product Certification License and Special Condition**

2 New section will appear at below screen.

Figure 2-2.85 Method 3A new section appear at below screen


Additional Details
Industry Sector
Transportation
Type of Application
Method 3(A): Consignment with Product Certification Licence and Special Condition
[Click here for more information on methods]
Licensee's Information
Licensee Name
Contact Person
Phone No.
Address
Fax No.
Email Address
Manufacturer's Information
Manufacturer Name
Contact Person
Phone No.
Address
Fax No.
Email Address
Consignor's Additional Information
Contact Person
Phone No.
Email Address
Fax No.
Information of Consignment
Name of Vessel/Flight/ Conveyance
Bill of Lading No.
Invoice No.
ETA
(dd/MM/yyyy)
Packing List No.
Port Location
select...
Location of Storage
Proposed Date of Verification
(dd/MM/yyyy)
Consignment Verification and Product Sampling Information
Date of verification
(dd/MM/yyyy)
Time of Verification
(hh:mm)
Location and Address for Verification
Special Condition Details
I hereby request normal consignment with special condition for immediate release of goods from custom custody for the following reason :
Please tick whichever applicable.
Volume of goods exceed 1000M/T
Nature and type of goods which require direct discharge from port
Verification cannot be effectively performed at the port due to nature of product packing and complexity in hadling
Others. Please specify
Importer's Representative
Phone No.
Handphone No.
Fax No.
Contact Person
Agent Information
Phone No.
Fax No.
Terms and Conditions :
1) Goods released by the Custom shall not be used, distributed and sold before issuance of Final Certificate of Approval;
2) Importers are obligated to provide necessary quarantine area for the purpose of storage and demarcation from the rest of other goods;
3) During application of Consignment Product Certification License with Special Condition importers shall determine with agreement from SIRIM personnel proposed date of consignment verification to be carried out;
4) Verification shall be arranged within seven (7) days after released of goods from port of entry. For further enquiries, please contact 03-5544 5979 / 03-5544 6457;
5) No future Consignment Product Certification License with Special Condition will be issued if failed to comply with the above statement.
Save
Next
Cancel
Note : Please complete all fields marked with asterisk* before clicking the Next button

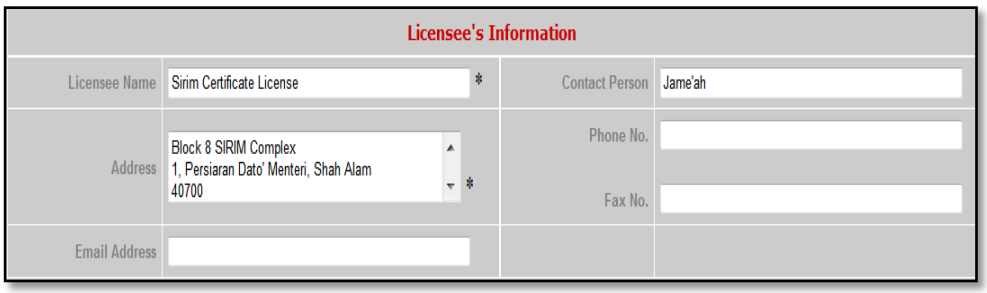
Note: The remark "*" field are compulsory.

Step 1 License's Information

1 Enter **License Name** field.

2 Enter **Address** field.

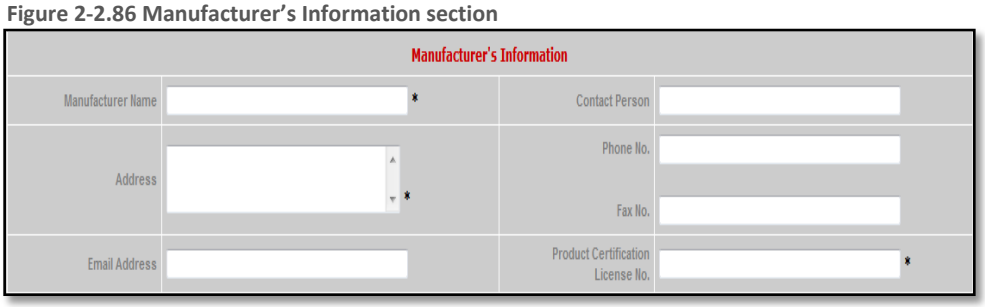
3 Enter **Email Address**, **Contact Person**, **Phone No.** and **Fax No.** field.



Note: The remark "*" field are compulsory.

Step 2 Manufacturer's Information Section

Figure 2-2.86 Manufacturer's Information section



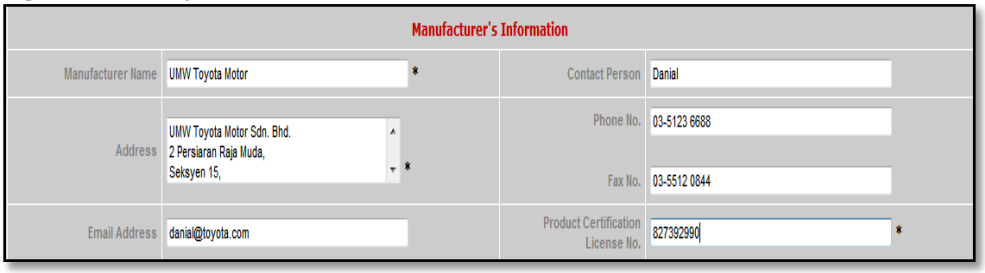
1 Enter **Manufacturer Name** field.

2 Enter **Address** field.

3 Enter fields for **Email Address**, **Contact Person**, **Phone No.** and **Fax No.**

4 Enter **Product Certification License No.** field.

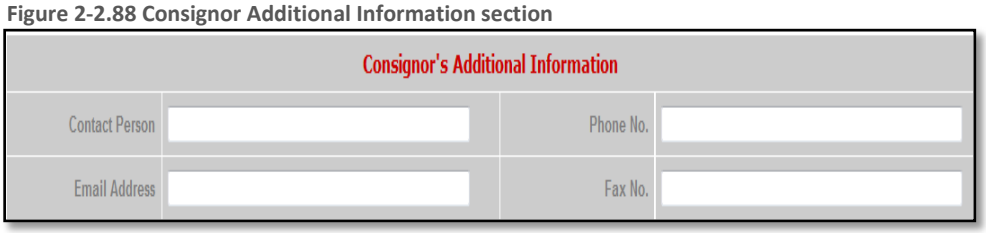
Figure 2-2.87 Sample of Manufacturer's information



Note: The remark "*" field are compulsory.

Step 3 Consignor Additional Information

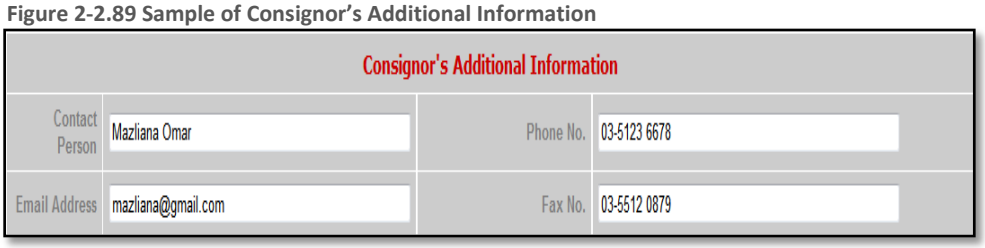
Figure 2-2.88 Consignor Additional Information section



1 Enter fields for **Contact Person**, **Email Address**, **Phone No.** and **Fax No.** field.

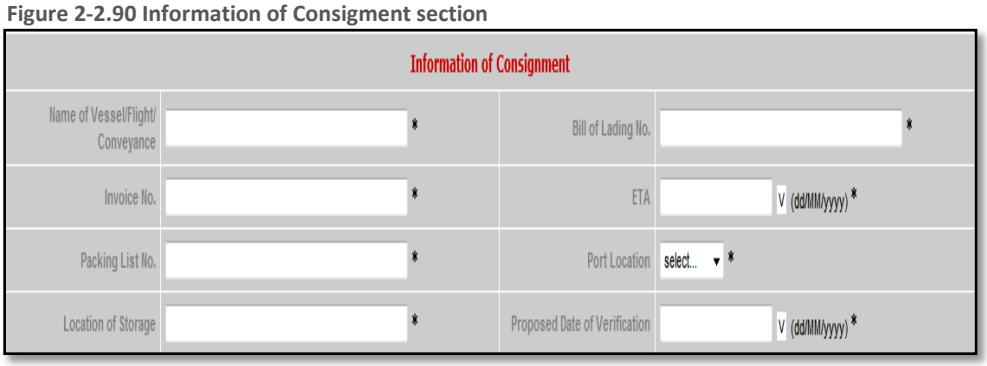
2 Sample of consignor's additional information as shown as below;

Figure 2-2.89 Sample of Consignor's Additional Information



Step 3 Information of Consigment

Figure 2-2.90 Information of Consigment section



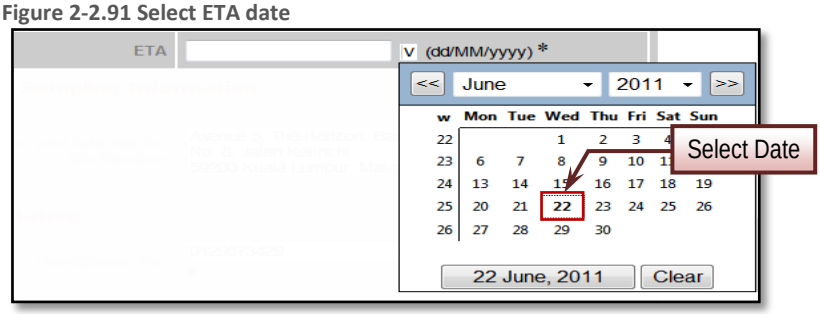
1 Enter **Name of Vessel / Flight / Conveyance** field.

2 Enter **Invoice No.** field.

3 Enter **Bill of Landing No.** field.

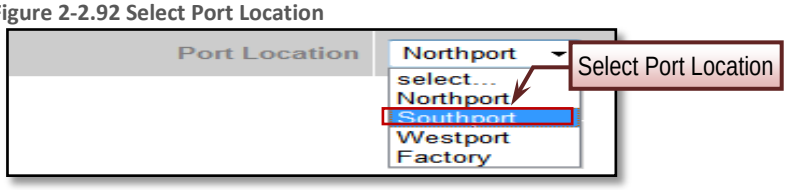
4 Enter **Packing List No.** field.

Figure 2-2.91 Select ETA date



5 Click dropdown button to select **ETA** date.

Figure 2-2.92 Select Port Location

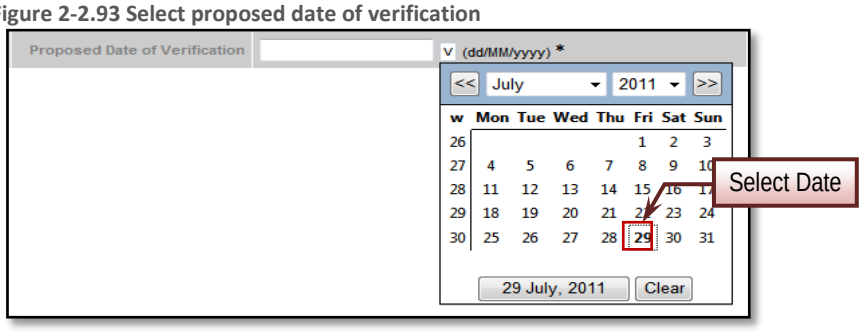


6 Click dropdown button to select **Port Location**.

NOTE: Only user for Port Kelang need to select their port location.

7 Enter **Location of Storage** field.

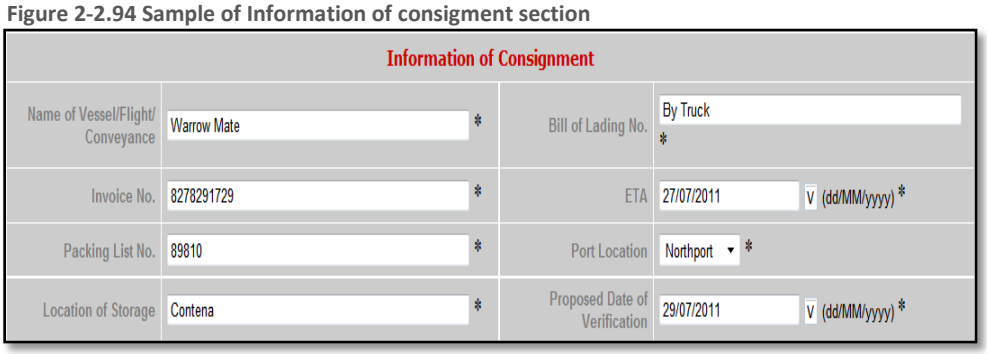
Figure 2-2.93 Select proposed date of verification


Proposed Date of Verification
(dd/MM/yyyy) *
<< July 2011 >>
w Mon Tue Wed Thu Fri Sat Sun
26 1 2 3
27 4 5 6 7 8 9 10
28 11 12 13 14 15 16 17
29 18 19 20 21 22 23 24
30 25 26 27 28 29 30 31
29 July, 2011
Clear
Select Date

8 Click dropdown button to select **Proposed Date of Verification**.

9 Sample of Information of consignment as shown below;

Figure 2-2.94 Sample of Information of consigment section



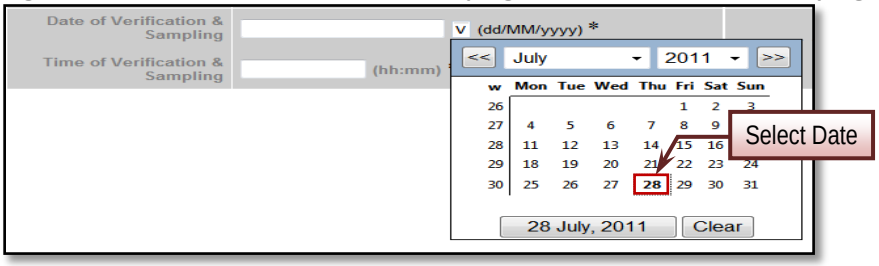
Note: The remark "*" field are compulsory.

Step 4 Consignment Verification and Product Sampling Information

Figure 2-2.95 Consignment verification and product sampling information

1 Click dropdown to select **Date of Verification & Sampling** field.

Figure 2-2.96 Select date of verification & sampling and time of verificaton & sampling


Date of Verification & Sampling
Time of Verification & Sampling
(dd/MM/yyyy) *
(hh:mm) *
<< July 2011 >>
w Mon Tue Wed Thu Fri Sat Sun
26 1 2 3
27 4 5 6 7 8 9
28 11 12 13 14 15 16
29 18 19 20 21 22 23 24
30 25 26 27 28 29 30 31
Select Date
28 July, 2011
Clear

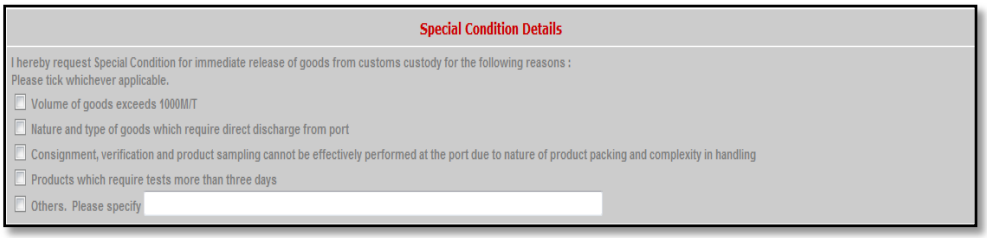
2 Enter **Time of Verification & Sampling** field.

3 Enter **Location and Address for Verification** field.

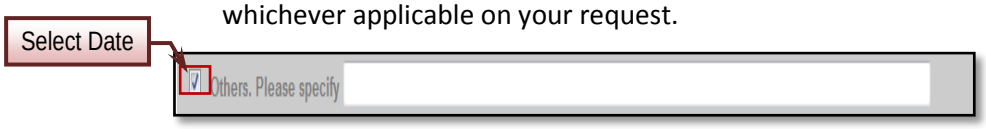
4 Sample of Consignment Verification and Product Sampling Information;

Note: The remark "*" field are compulsory.

Step 5 Special Condition Details


Special Condition Details
I hereby request Special Condition for immediate release of goods from customs custody for the following reasons :
Please tick whichever applicable.
Volume of goods exceeds 1000M/T
Nature and type of goods which require direct discharge from port
Consignment, verification and product sampling cannot be effectively performed at the port due to nature of product packing and complexity in handling
Products which require tests more than three days
Others. Please specify

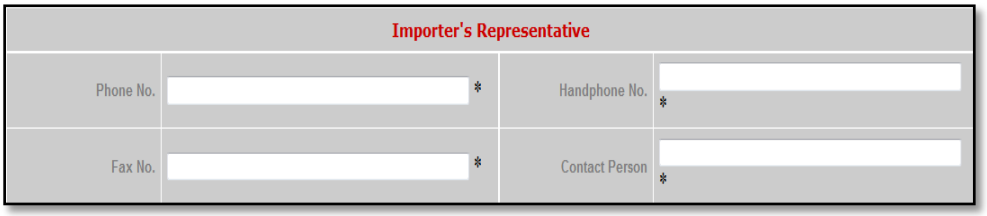
1 Once read all the special condition, please tick ☑ on the checkbox whichever applicable on your request.



2 Tick on ☑ **Others** checkbox if your need none of the above.

3 Untick ☐ on the checkbox if no request a special condition.

Step 6 Importer's Representative



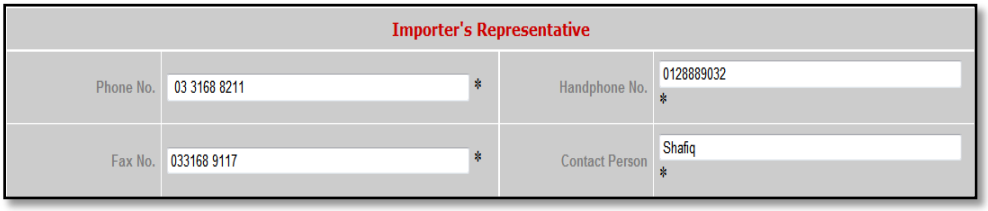
1 Enter **Phone No.** field.

2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;



Note: The remark "*" field are compulsory.

Step 7 Agent Information

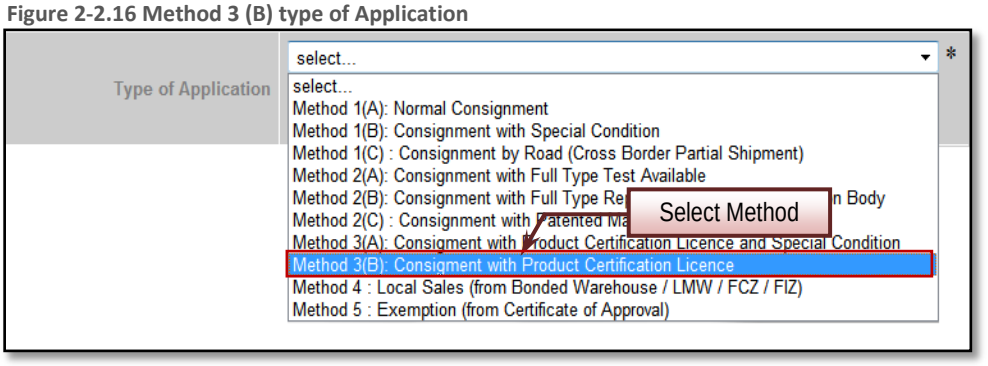
1 Enter **Phone No.** and **Fax No.** field.

2 Sample of Agent information as shown as below;

Note: The remark "*" field are compulsory.

h) Method 3(B) : Consignment with Product Certification License.

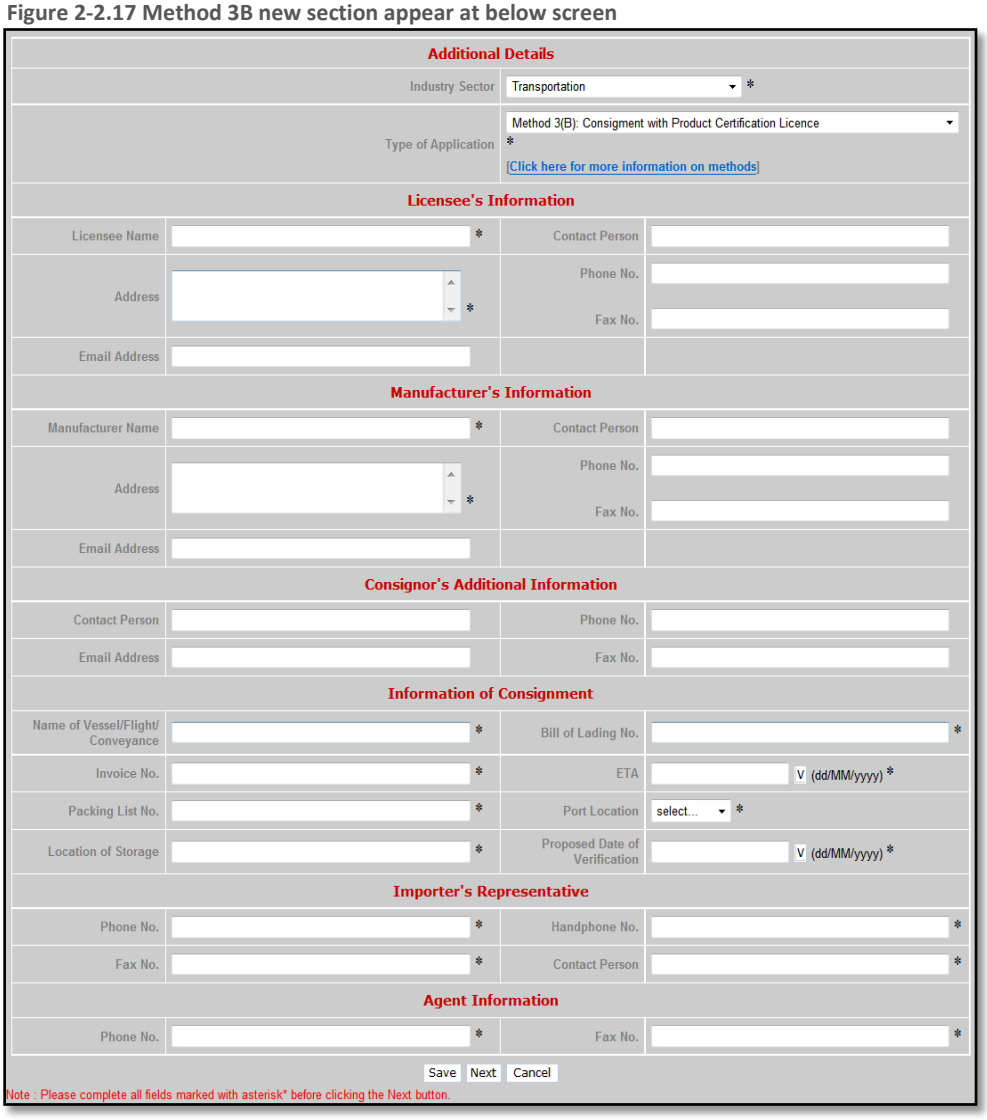
Figure 2-2.16 Method 3 (B) type of Application


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Re
Method 2(C) : Consignment with Patented Ma
Method 3(A): Consignment with Product Certification Licence and Special Condition
Method 3(B): Consignment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method

1 Click dropdown button to select the **Method 3(B): Consignment with Product Certification License.**

2 New section will appear at below screen.

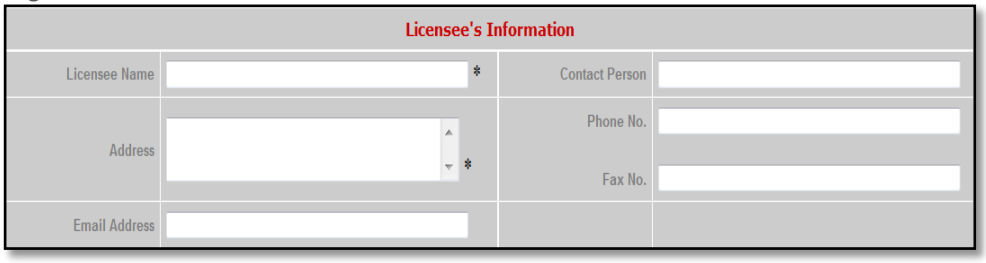
Figure 2-2.17 Method 3B new section appear at below screen



Note: The remark "*" field are compulsory.

Step 1 License's Information

Figure 2-2.4 Manufacturer's Information section

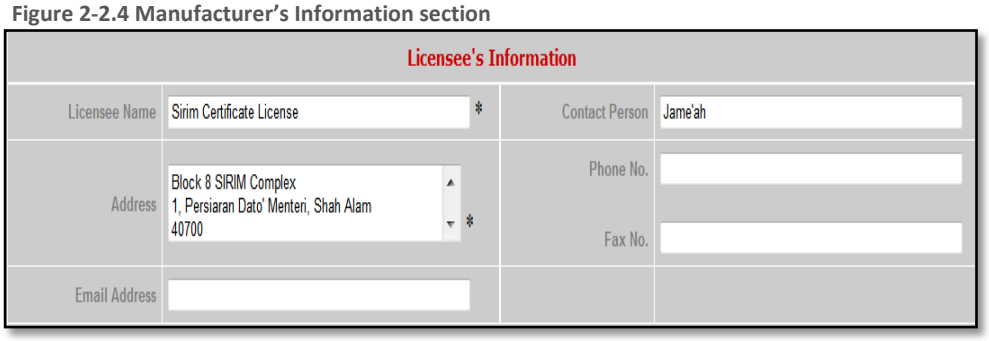


1 Enter **License Name** field.

2 Enter **Address** field.

3 Enter **Email Address**, **Contact Person**, **Phone No.** and **Fax No.** field.

Figure 2-2.4 Manufacturer's Information section



Note: The remark "*" field are compulsory.

Step 2 Manufacturer's Information Section

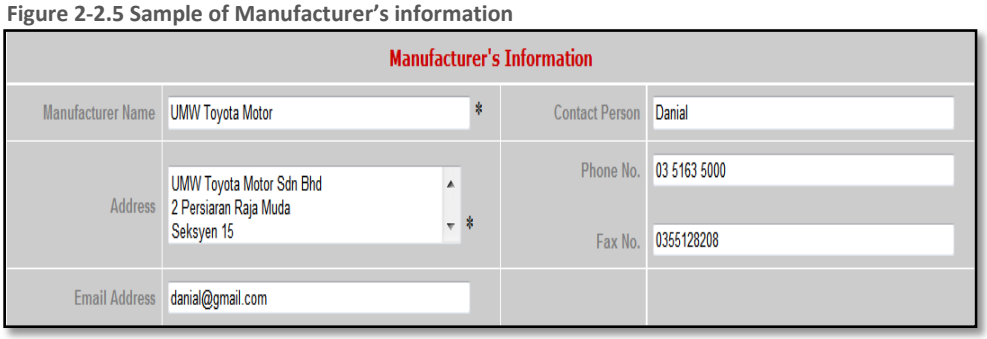
Figure 2-2.4 Manufacturer's Information section

1 Enter **Manufacturer Name** field.

2 Enter **Address** field.

3 Enter fields for **Email Address**, **Contact Person**, **Phone No.** and **Fax No.**

Figure 2-2.5 Sample of Manufacturer's information



Note: The remark "*" field are compulsory.

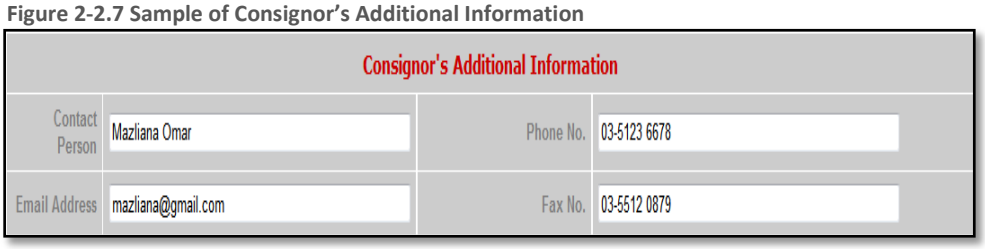
Step 3 Consignor Additional Information

Figure 2-2.6 Consignor Additional Information section

1 Enter fields for **Contact Person**, **Email Address**, **Phone No.** and **Fax No.** field.

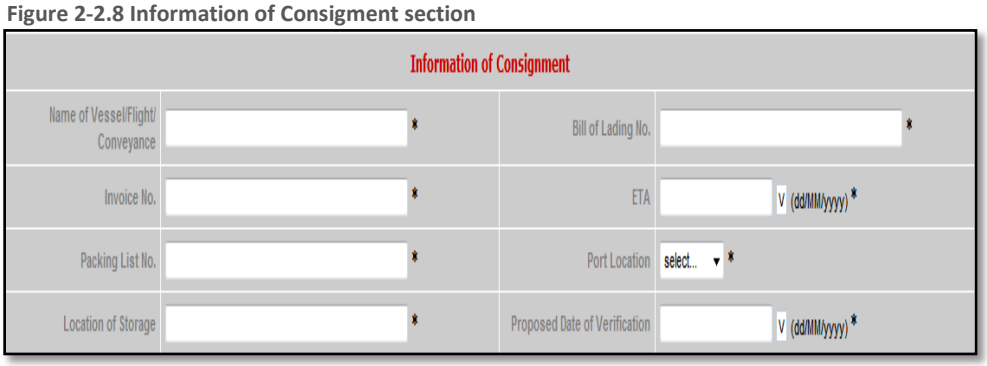
2 Sample of consignor's additional information as shown as below;

Figure 2-2.7 Sample of Consignor's Additional Information



Step 4 Information of Consigment

Figure 2-2.8 Information of Consigment section



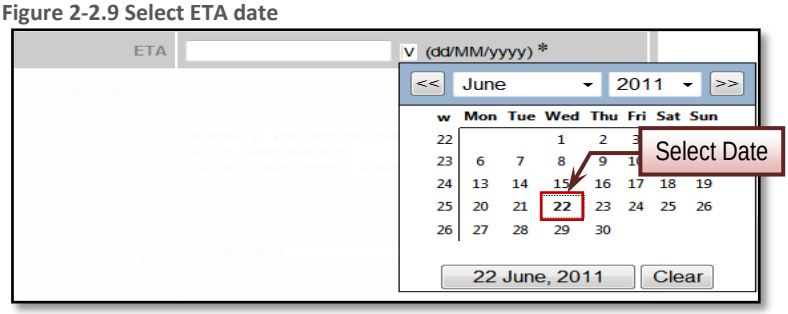
1 Enter **Name of Vessel / Flight / Conveyance** field.

2 Enter **Invoice No.** field.

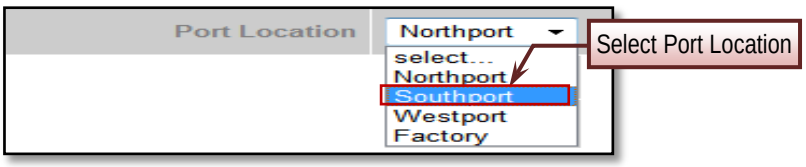
3 Enter **Bill of Landing No.** field.

4 Enter **Packing List No.** field.

Figure 2-2.9 Select ETA date



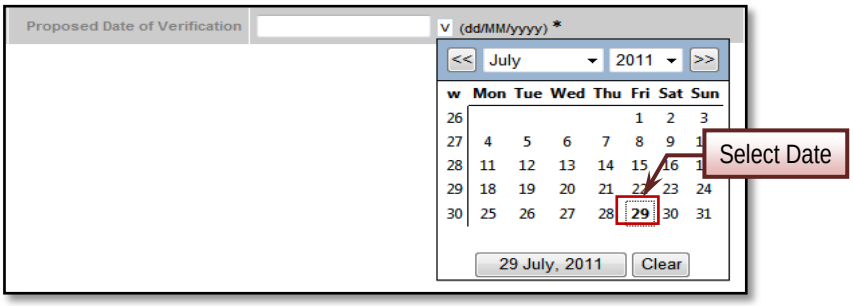
5 Click dropdown button to select **ETA** date.



6 Click dropdown button to select **Port Location**.

NOTE: Only user for Port Kelang need to select their port location.

7 Enter **Location of Storage** field.


Proposed Date of Verification
(dd/MM/yyyy) *
<< July 2011 >>
w Mon Tue Wed Thu Fri Sat Sun
26 1 2 3
27 4 5 6 7 8 9 1
28 11 12 13 14 15 16 1
29 18 19 20 21 22 23 24
30 25 26 27 28 29 30 31
29 July, 2011
Clear
Select Date

8 Click dropdown button to select **Proposed Date of Verification**.

9 Sample of Information of consignment as shown below;

Figure 2-2.10 Sample of Information of consigment section

Information of Consignment			
Name of Vessel/Flight/ Conveyance	Warrow Mate *	Bill of Lading No.	By Truck *
Invoice No.	8278291729 *	ETA	27/07/2011 (dd/MM/yyyy) *
Packing List No.	89810 *	Port Location	Northport *
Location of Storage	Contena *	Proposed Date of Verification	29/07/2011 (dd/MM/yyyy) *

Note: The remark "*" field are compulsory.

Step 5 Importer's Representative

Importer's Representative			
Phone No.	*	Handphone No.	*
Fax No.	*	Contact Person	*

1 Enter **Phone No.** field.

2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;

Importer's Representative			
Phone No.	03 3168 8211 *	Handphone No.	0128889032 *
Fax No.	033168 9117 *	Contact Person	Shafiq *

Note: The remark "*" field are compulsory.

Step 6 Agent Information

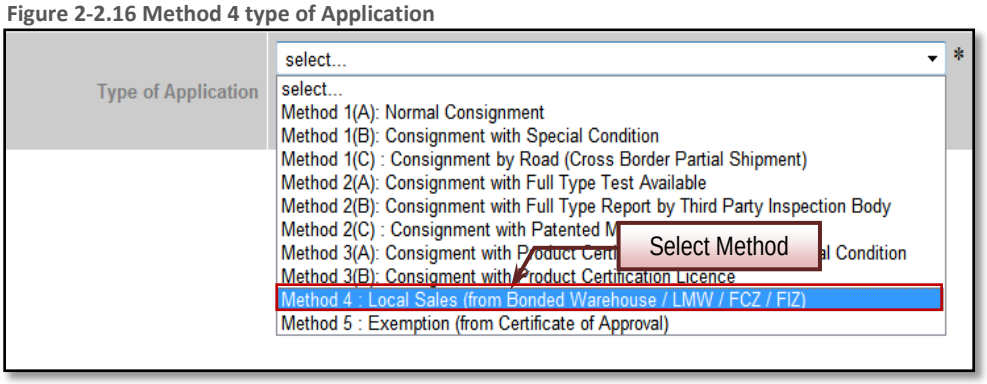
1 Enter **Phone No.** and **Fax No.** field.

2 Sample of Agent information as shown as below;

Note: The remark "*" field are compulsory.

i) Method 4 : Local Sales (from Bonded Warehouse / LMW /FCZ / FIZ)

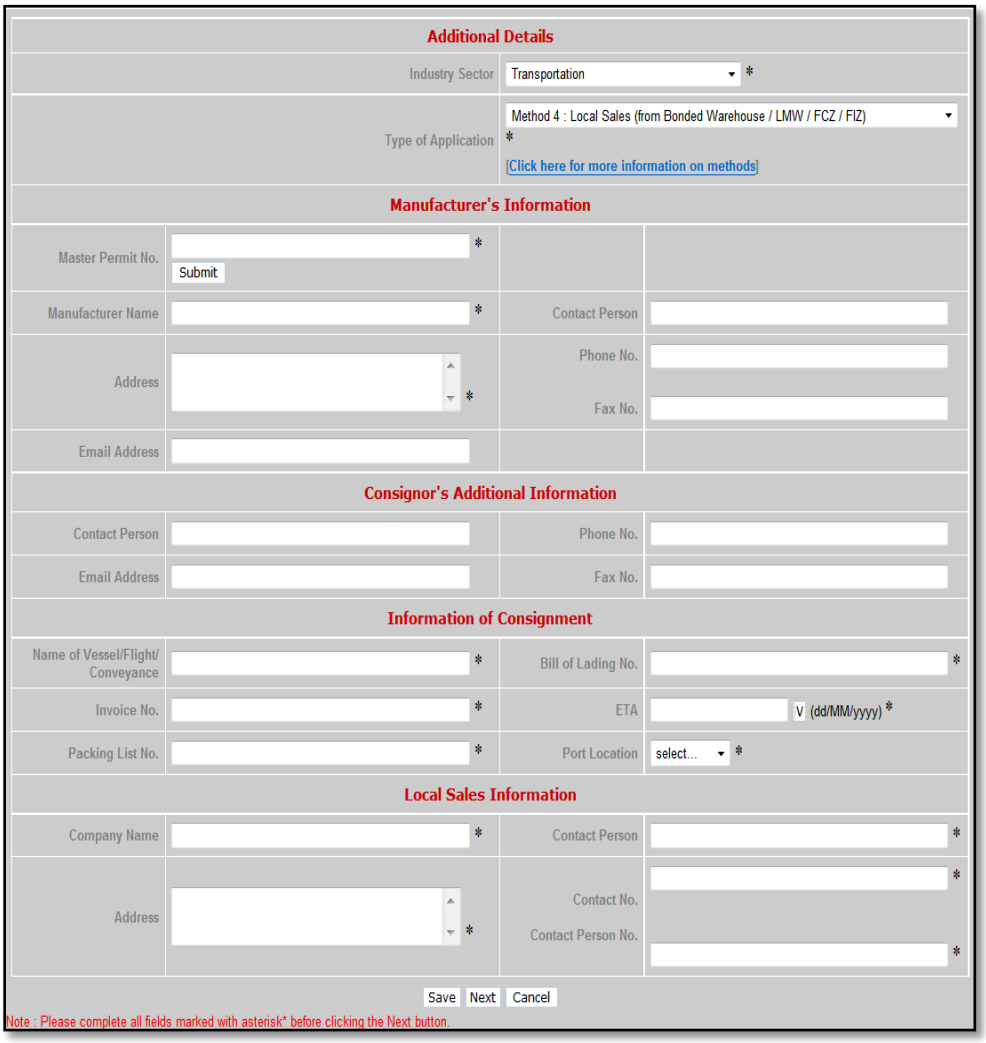
Figure 2-2.16 Method 4 type of Application


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented M
Method 3(A): Consigment with
Method 3(B): Consigment with Product Certification Licence
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method

1 Click dropdown button to select the **Method 4: Local Sales (from Bonded Warehouse / LMW / FCZ /FIZ)**

2 New section will appear at below screen.

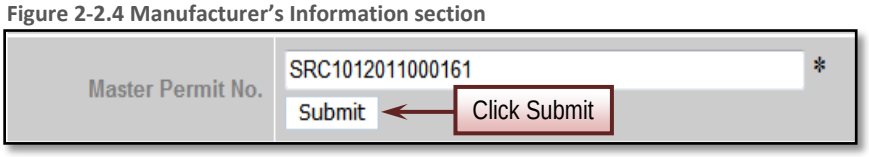
Figure 2-2.17 Method 4 new section appear at below screen



Note: The remark "*" field are compulsory.

Step 1 Manufacturer's Information Section

Figure 2-2.4 Manufacturer's Information section



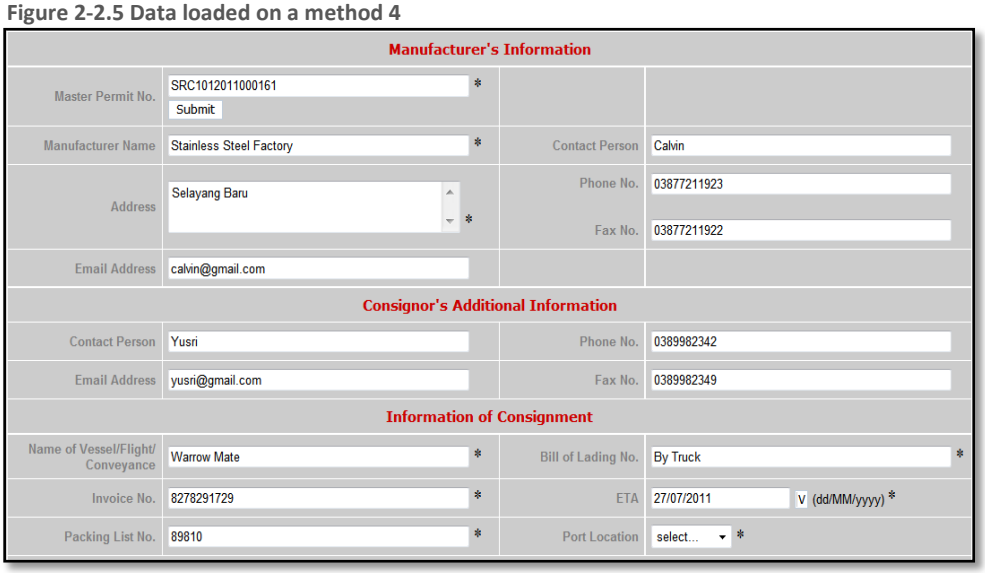
1 Enter **Master Permit No.** and click Submit button to load all data.

Note: Please take note, only approved Permit No. that applies Method 1A will be successful selected.

Note: The remark "*" field are compulsory.

7 **Manufacturer's Information**, **Consignor's Additional Information** and **Information of Consignment's** data will be loaded based on Permit data previously.

Figure 2-2.5 Data loaded on a method 4



Note: The data can't be edit or delete.

Step 2 Local Sales information

1 Enter **Company Name** field.

2 Enter **Contact Person** field.

3 Enter **Address** field.

4 Enter **Contact No.** field.

5 Enter **Contact Person No.** field.

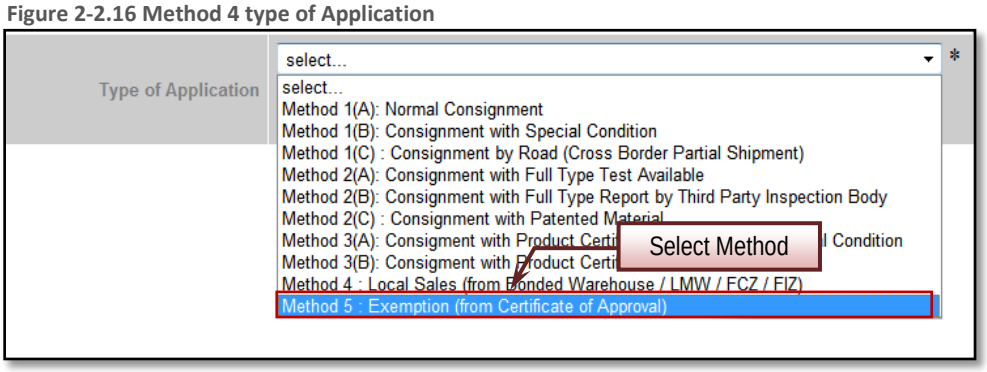
6 Enter **Master Permit No.** field.

7 Sample of Local Sales Information as shown as below;

NOTE: The remark "*" field is compulsory.

j) Method 5 : Exemption (from Certificate of Approval)

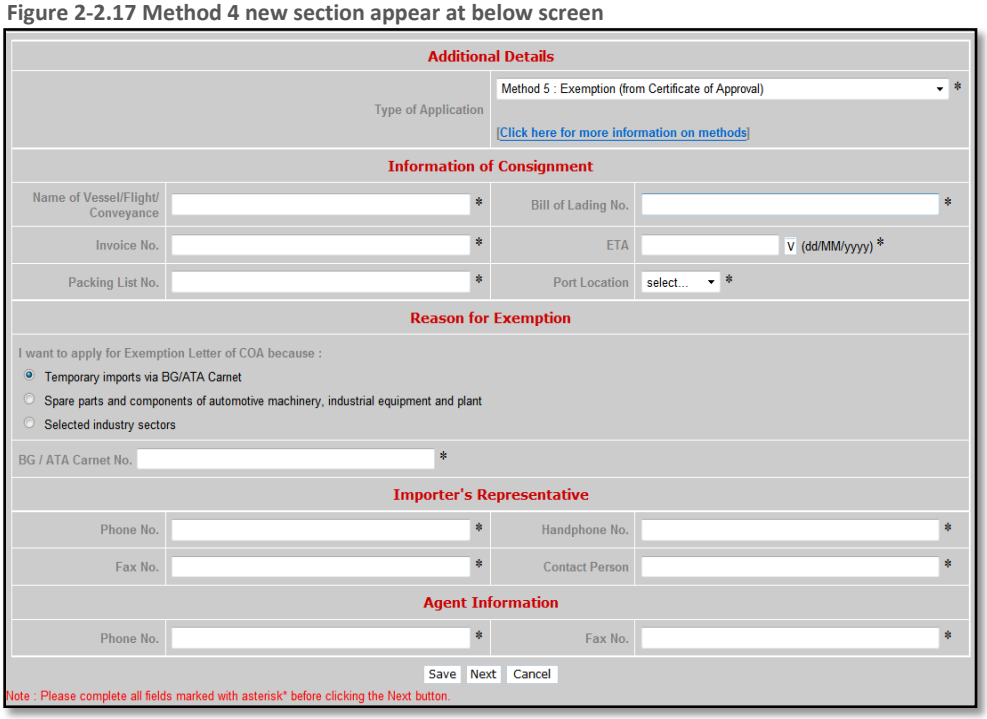
Figure 2-2.16 Method 4 type of Application


Type of Application
select...
select...
Method 1(A): Normal Consignment
Method 1(B): Consignment with Special Condition
Method 1(C) : Consignment by Road (Cross Border Partial Shipment)
Method 2(A): Consignment with Full Type Test Available
Method 2(B): Consignment with Full Type Report by Third Party Inspection Body
Method 2(C) : Consignment with Patented Material
Method 3(A): Consignment with Product Certi
Method 3(B): Consignment with Product Certi
Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)
Method 5 : Exemption (from Certificate of Approval)
Select Method
Condition

1 Click dropdown button to select the **Method 5: Exemption (from Certificate of Approval).**

2 New section will appear at below screen.

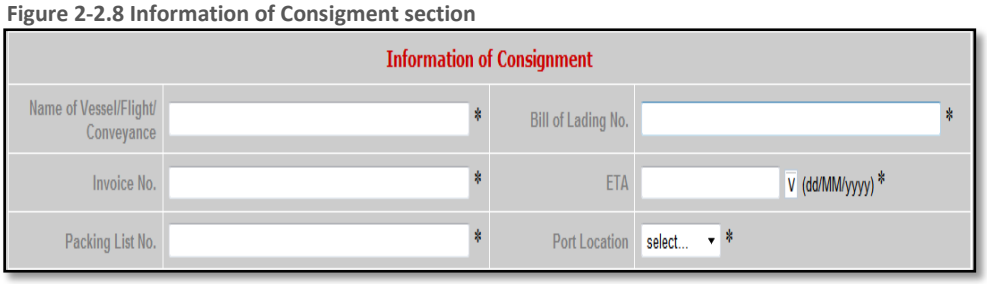
Figure 2-2.17 Method 4 new section appear at below screen



Note: The remark "*" field are compulsory.

Step 1 Information of Consigment

Figure 2-2.8 Information of Consigment section



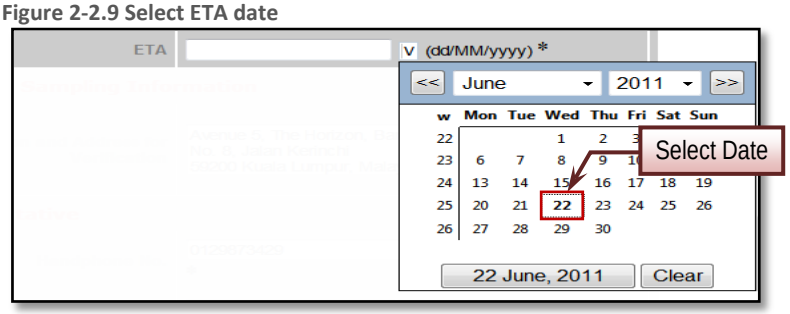
1 Enter **Name of Vessel / Flight / Conveyance** field.

2 Enter **Invoice No.** field.

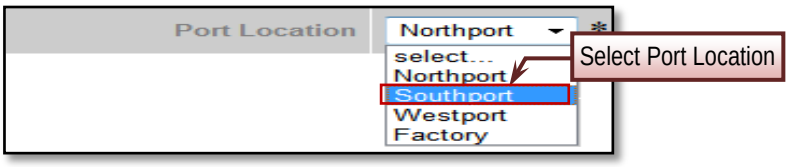
3 Enter **Bill of Landing No.** field.

4 Enter **Packing List No.** field.

Figure 2-2.9 Select ETA date



5 Click dropdown button to select **ETA** date.

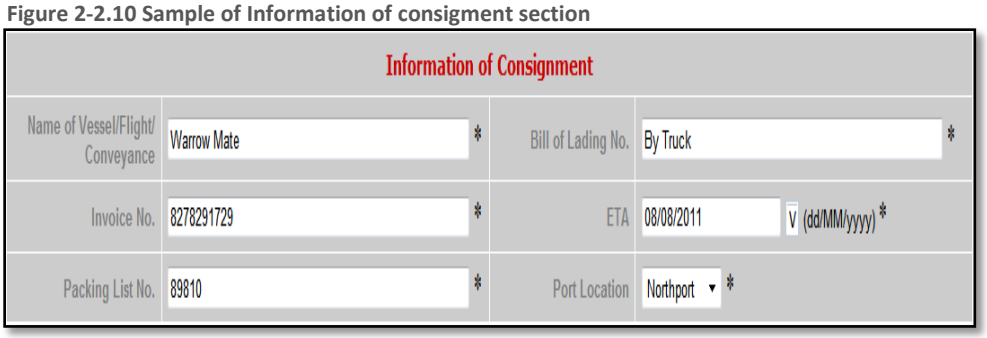


6 Click dropdown button to select **Port Location**.

NOTE: Only user for Port Kelang need to select their port location.

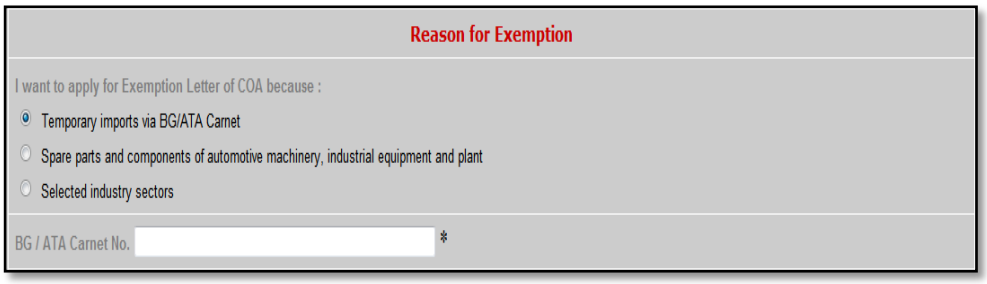
7 Sample of Information of consignment as shown below;

Figure 2-2.10 Sample of Information of consigment section

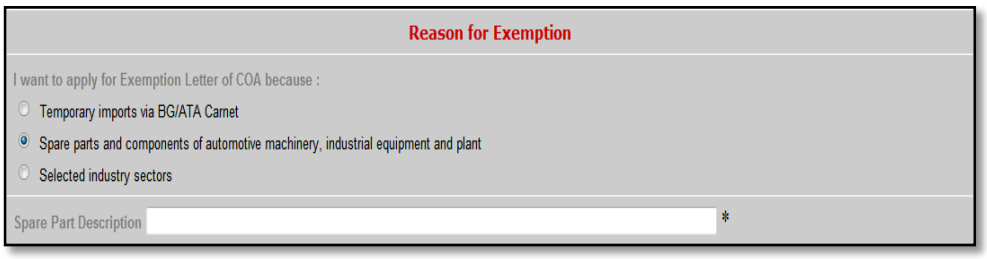


Note: The remark "*" field are compulsory.

Step 2 Reason for Exemption


Reason for Exemption
I want to apply for Exemption Letter of COA because :
Temporary imports via BG/ATA Carnet
Spare parts and components of automotive machinery, industrial equipment and plant
Selected industry sectors
BG / ATA Carnet No. *

1 If you are selecting Temporary imports via BG/ATA Carnet, you need to enter **BG / ATA Carmet No.** field.

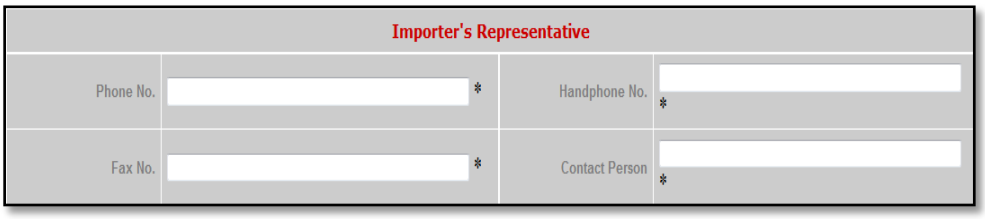

Reason for Exemption
I want to apply for Exemption Letter of COA because :
Temporary imports via BG/ATA Carnet
Spare parts and components of automotive machinery, industrial equipment and plant
Selected industry sectors
Spare Part Description *

2 While if you selecting Spare parts and components of automotive machinery, industrial equipment and pl, you need to enter **Spare Part Description** field.

Reason for Exemption
I want to apply for Exemption Letter of COA because :
Temporary imports via BG/ATA Carnet
Spare parts and components of automotive machinery, industrial equipment and plant
Selected industry sectors
Type of Sector :
Automotive
Electrical and electronic
Oil and gas
Maritime and shipbuilding
Aerospace

3 While if you are selecting Selected industry sectors, you need to select whichever **Type of Sector** option.

Step 3 Importer's Representative



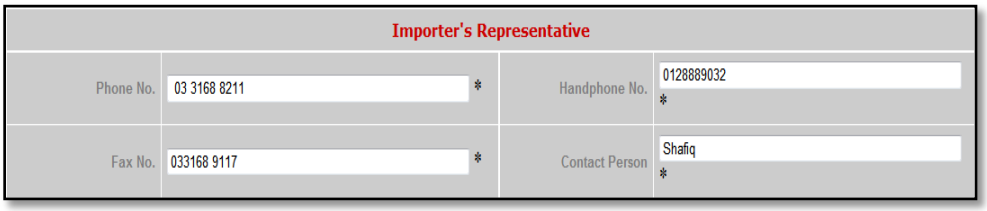
1 Enter **Phone No.** field.

2 Enter **HandPhone No.** field.

3 Enter **Fax No.** field.

4 Enter **Contact Person** field.

5 Sample of Importer's Representative as shown below;



Note: The remark "*" field are compulsory.

Step 4 Agent Information

1 Enter **Phone No.** and **Fax No.** field.

2 Sample of Agent information as shown as below;

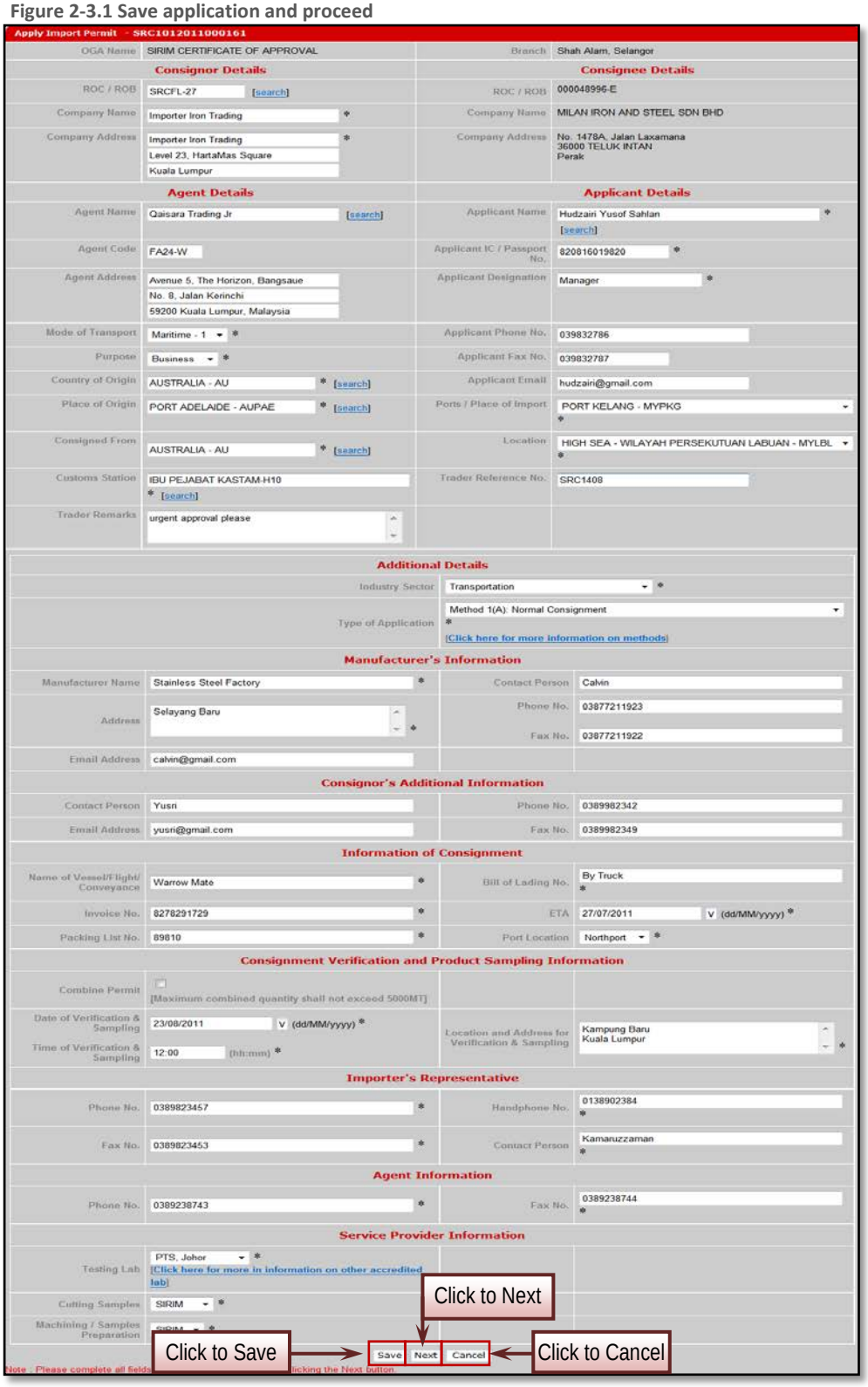
Note: The remark "*" field are compulsory.

2.3 Save Application and Proceed

To save application, please follow the steps below:

Step 1 Save Application And Proceed

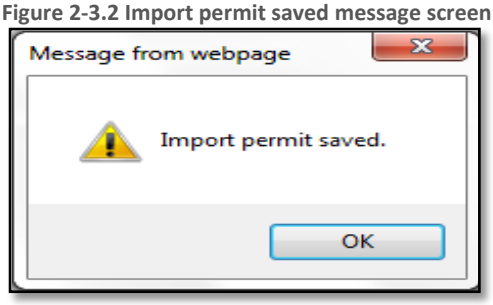
Figure 2-3.1 Save application and proceed



1 Click Next to proceed **or** click Save to save the aplication **or** click Cancel to abort.

2 **Import Permit Saved** message window appears.

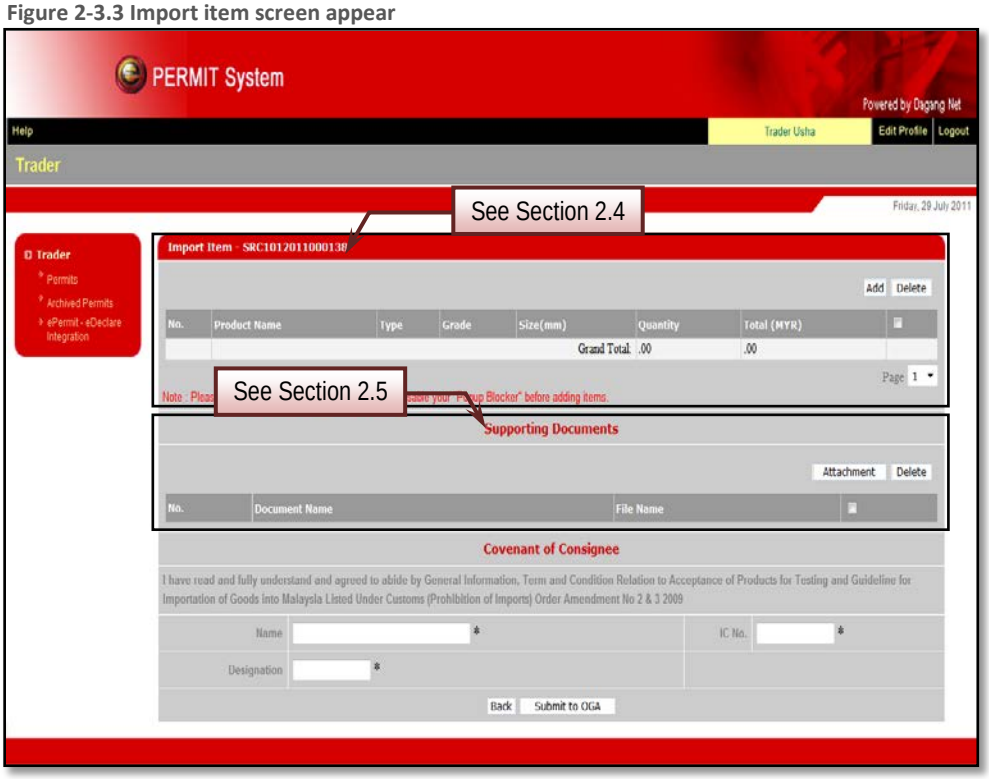
Figure 2-3.2 Import permit saved message screen



3 Click OK button to proceed to **Import Item** screen.

NOTE: Please complete all fields marked with asterisk * before clicking the NEXT button.

Figure 2-3.3 Import item screen appear



2.4 Add Import Item

Please take noted, **Add Product** screen will display differently based on "**Method**" that you are applied.

To show the differently view on applying add product, please follow the steps below:

a) Add Import Item ;

a) Method 1(A): Normal Consignment

b) Method 1 (B) : Consigment with Special Condition

c) Method 1 (C) : Consignment by Road (Cross Border Partial Shipment)

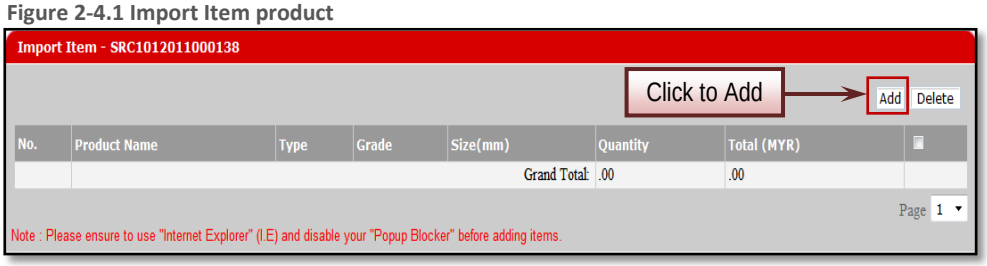
d) Method 2 (A) : Consignment with Full Type Test Available

e) Method 2 (B) : Consignment with Full Type Report by Third Party Inspection Body

f) Method 4 : Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)

Step 1

Figure 2-4.1 Import Item product



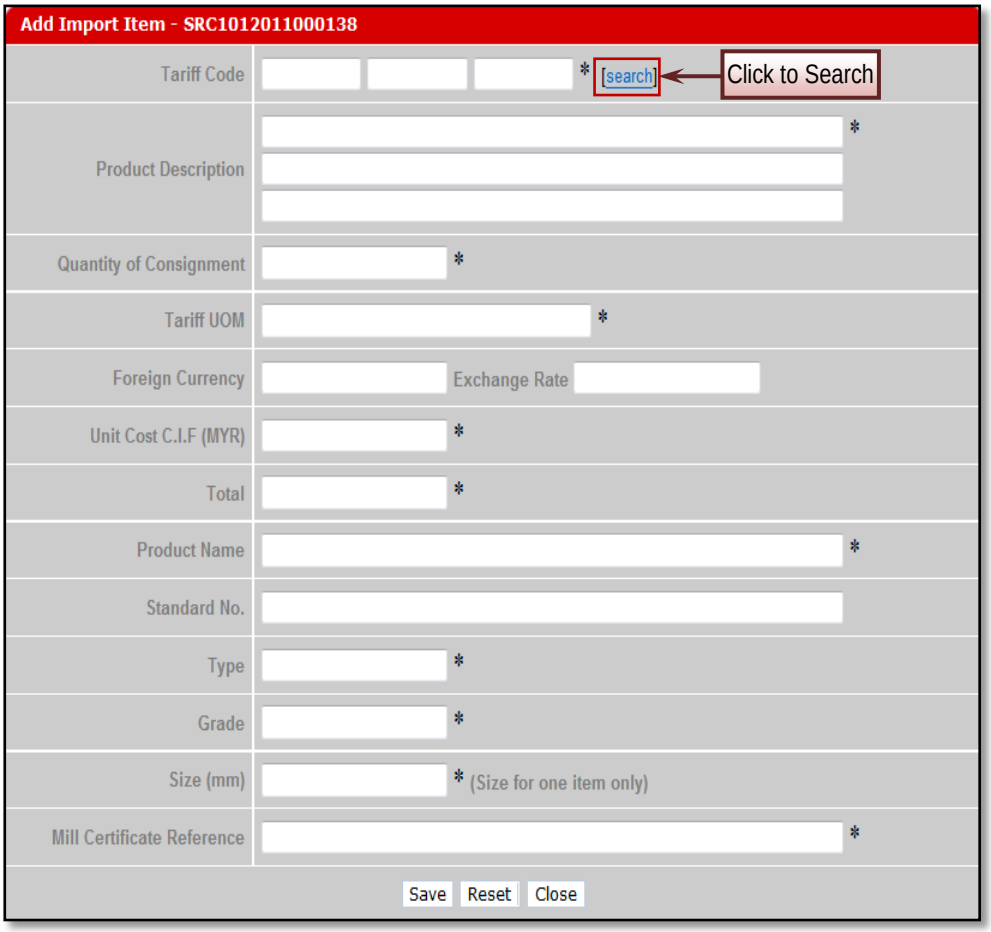
1 Click Add button to add **Import Item**.

2 **Add Product** pop-up window appears.

NOTE: Items labeled with '*' are compulsory.

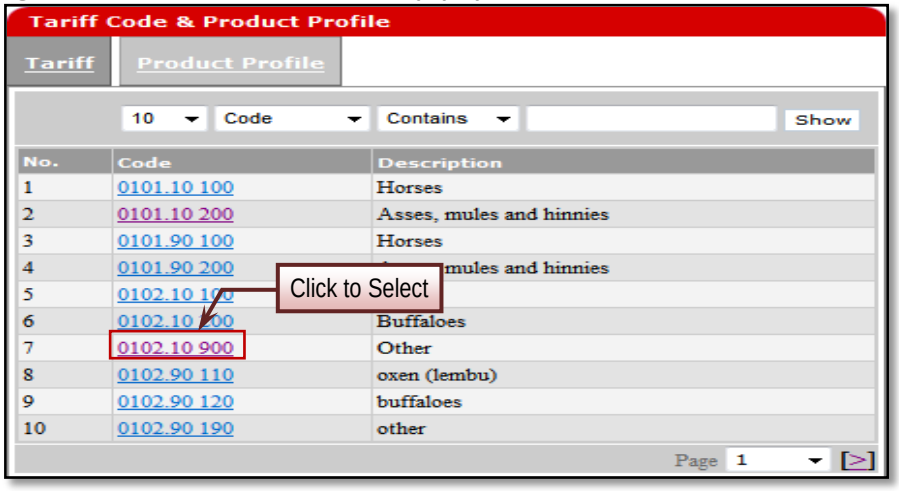
NOTE: **Add Product** screen will display differently based on "**Method**" that you are applied

Figure 2-4.2 Add product screen display



3 Click [search] hyperlink to search for **Tariff Code**.

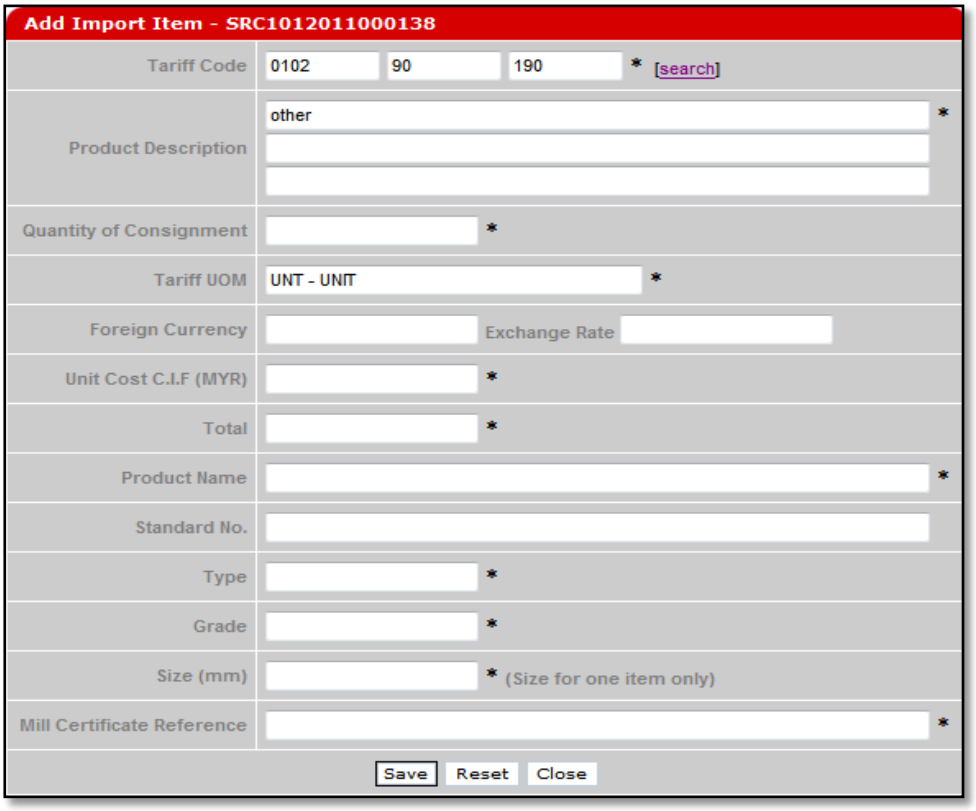
Figure 2-4.5 Tariff Code & Product Profile pop-up screen



4 Click on **Tariff Code** hyperlink to select an item

5 **Add Import Item** automatically will be loaded as shown as below;

Figure 2-4.6 Add Import Item automatically will be loaded



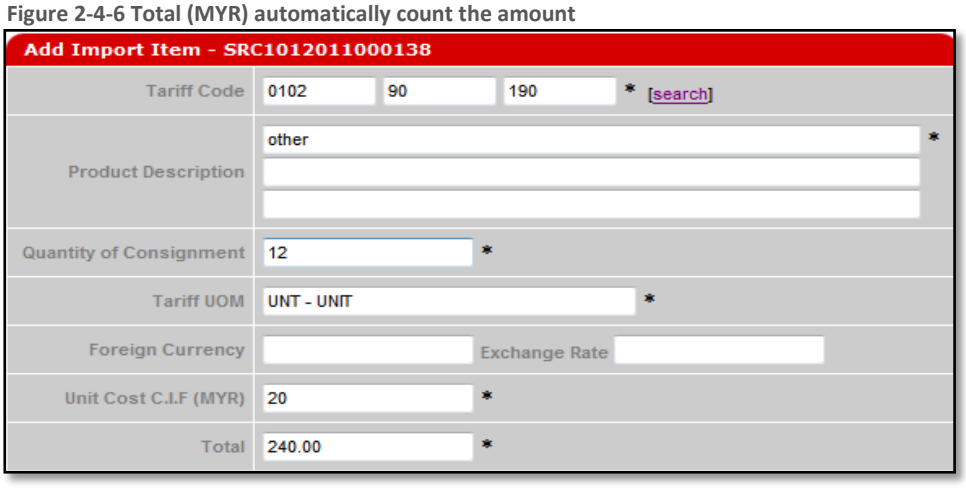
6 Enter **Quantity of Consignment** field.

7 Enter Foreign Currency with Exchange Rate field.

8 Enter **Unit Cost C.I.F (MYR)** field.

9 **Total (MYR)** will automatically count the amount.

Figure 2-4-6 Total (MYR) automatically count the amount



10 Enter **Product Name** field.

11 Enter **Standard No.** field.

12 Enter **Type** field.

13 Enter **Grade** field.

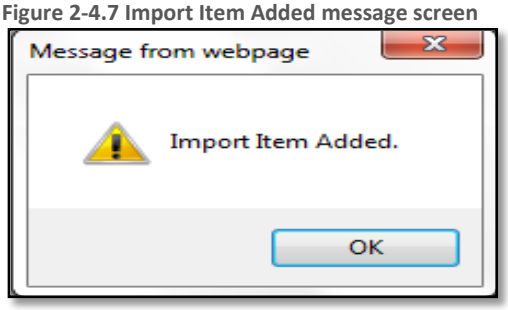
14 Enter **Size (mm)** field.

15 Enter **Mill Certificate Reference** field.

16 Click Save to save **or** click Reset to clear fields **or** click Close to exit.

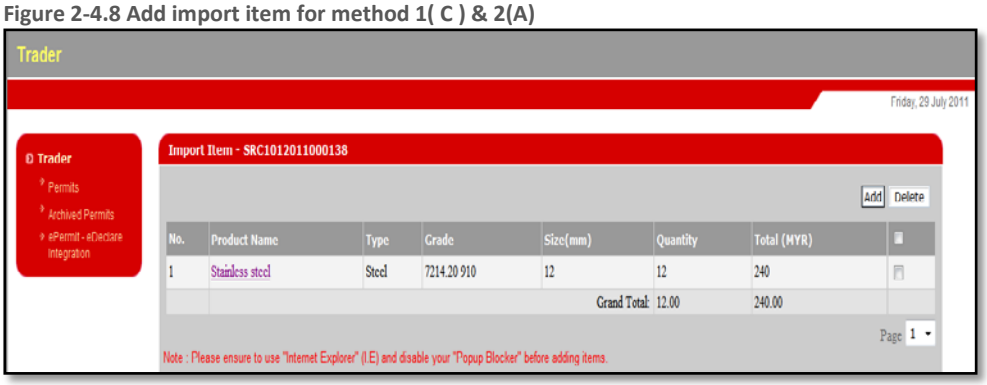
17 If you click Save button, **Import Item Added** message window appears.

Figure 2-4.7 Import Item Added message screen



18 Click OK button to proceed.

Figure 2-4.8 Add import item for method 1(C) & 2(A)



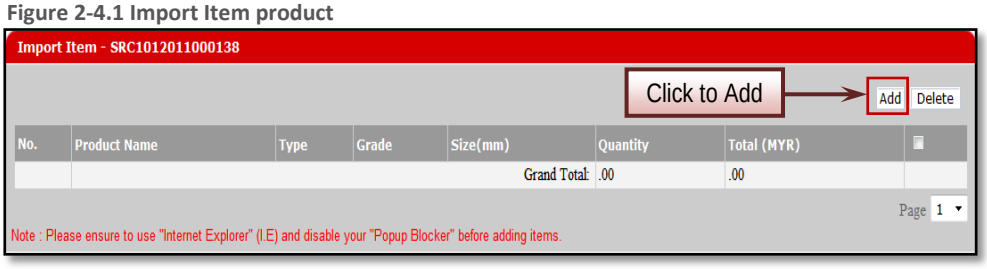
NOTE: See Step (D) for Edit and Delete import product.

b) Add Import Item ;

a) Method 2(C): Consignment with Patented Material

Step 1

Figure 2-4.1 Import Item product



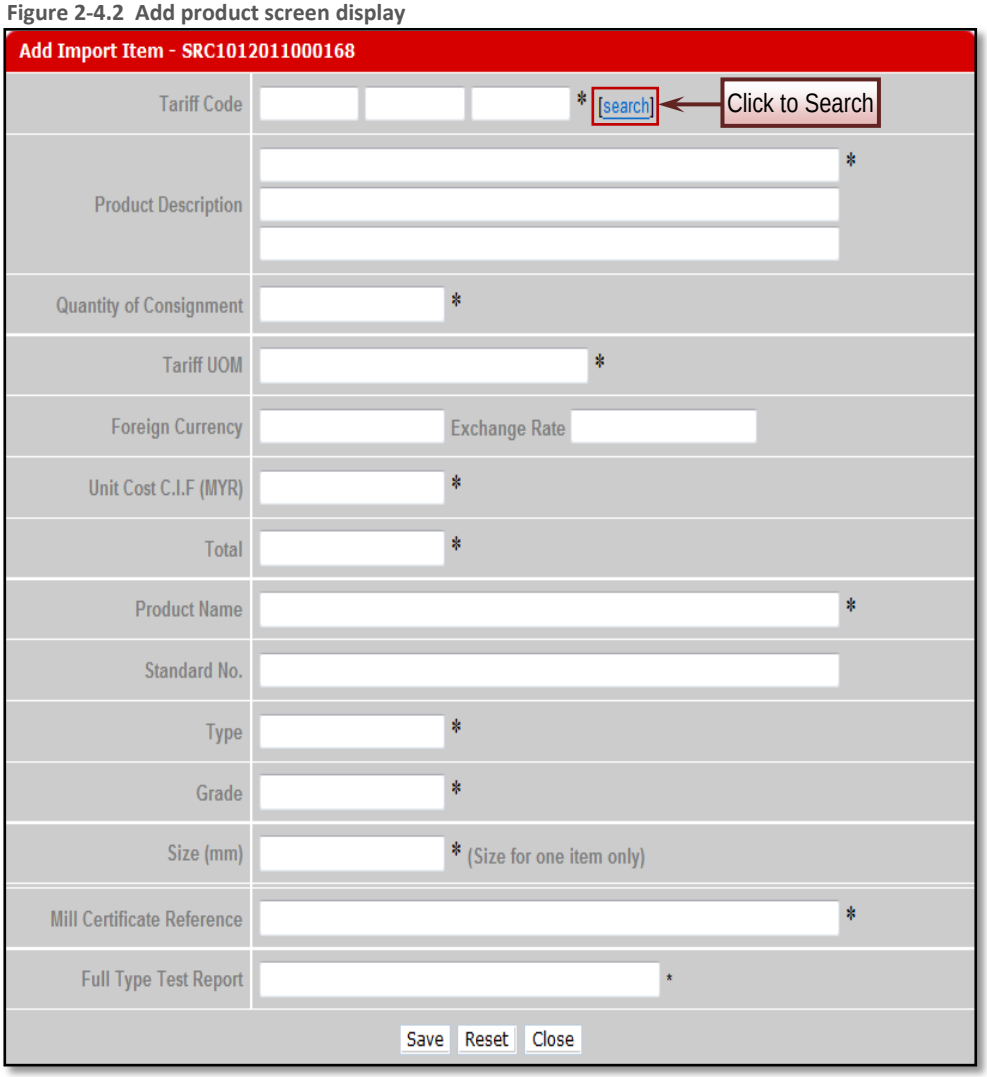
1 Click Add button to add **Import Item**.

2 **Add Product** pop-up window appears.

NOTE: Items labeled with '*' are compulsory.

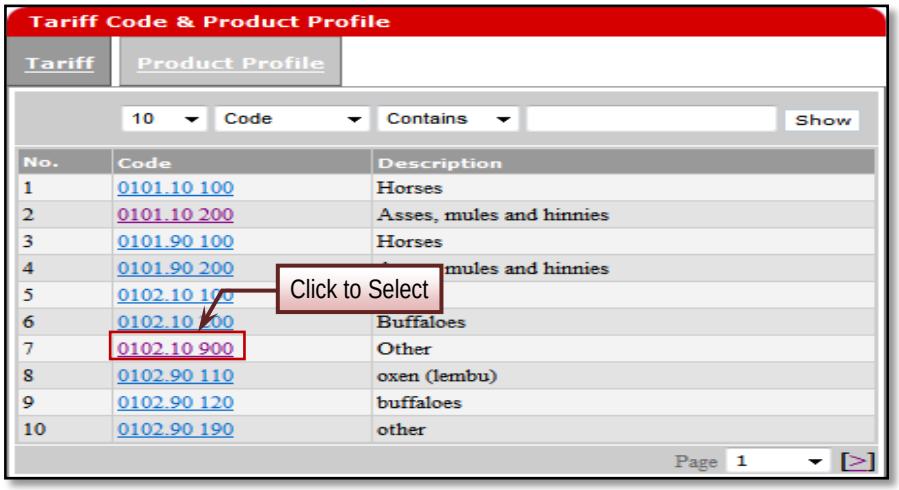
NOTE: **Add Product** screen will display differently based on "**Method**" that you are applied.

Figure 2-4.2 Add product screen display



3 Click [search] hyperlink to search for **Tariff Code**.

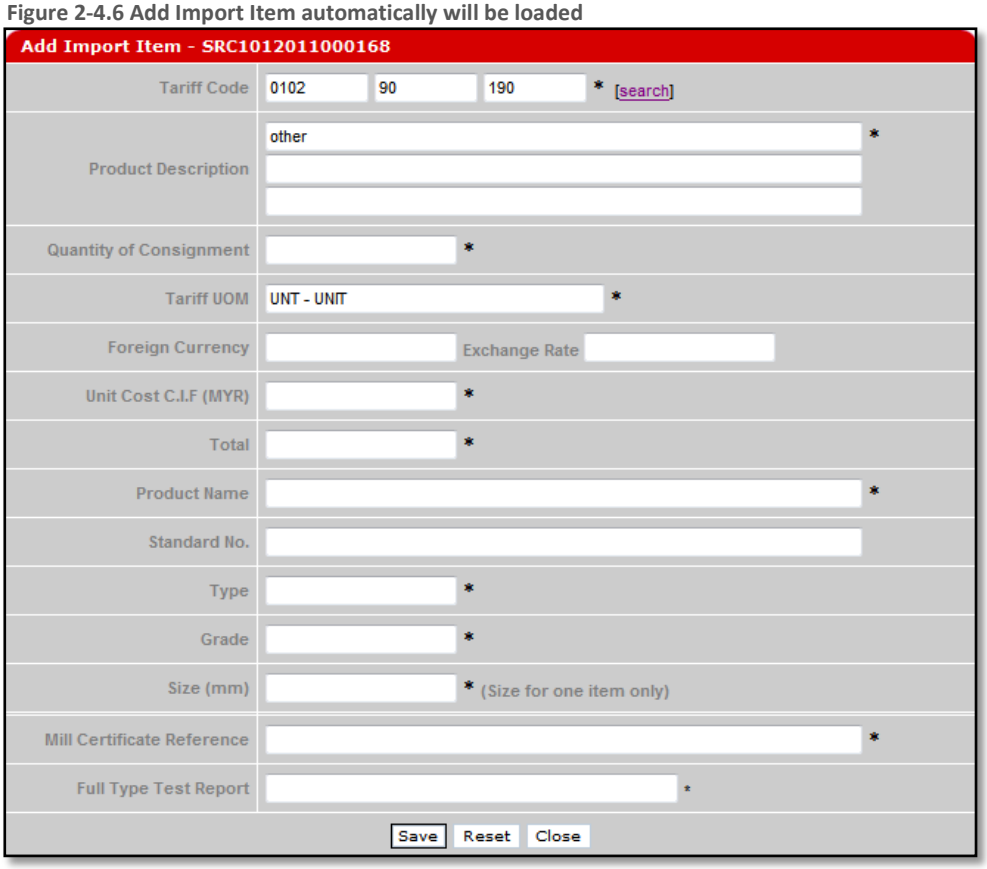
Figure 2-4.5 Tariff Code & Product Profile pop-up screen



4 Click on **Tariff Code** hyperlink to select an item

5 **Add Import Item** automatically will be loaded as shown as below;

Figure 2-4.6 Add Import Item automatically will be loaded



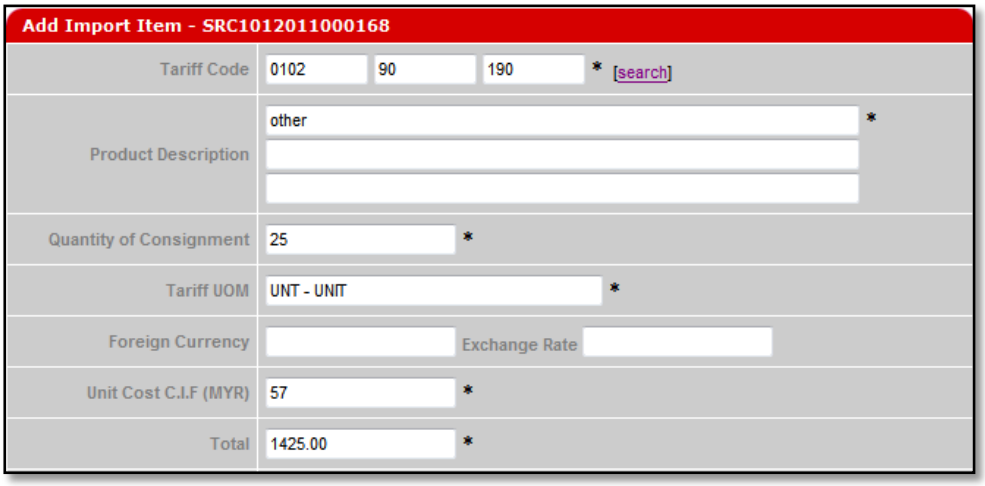
6 Enter **Quantity of Consignment** field.

7 Enter Foreign Currency with Exchange Rate field.

8 Enter **Unit Cost C.I.F (MYR)** field.

9 **Total (MYR)** will automatically count the amount.

Figure 2-4-6 Total (MYR) automatically count the amount



10 Enter **Product Name** field.

11 Enter **Standard No.** field.

12 Enter **Type** field.

13 Enter **Grade** field.

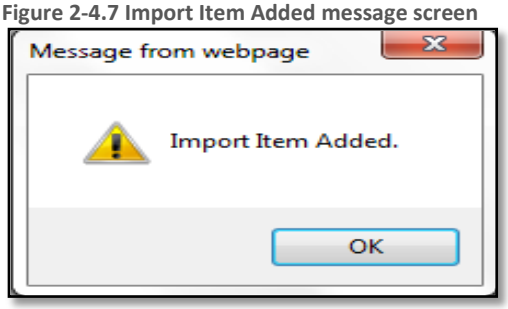
14 Enter **Size (mm)** field.

15 Enter **Mill Certificate Reference** field.

16 Click Save to save **or** click Reset to clear fields **or** click Close to exit.

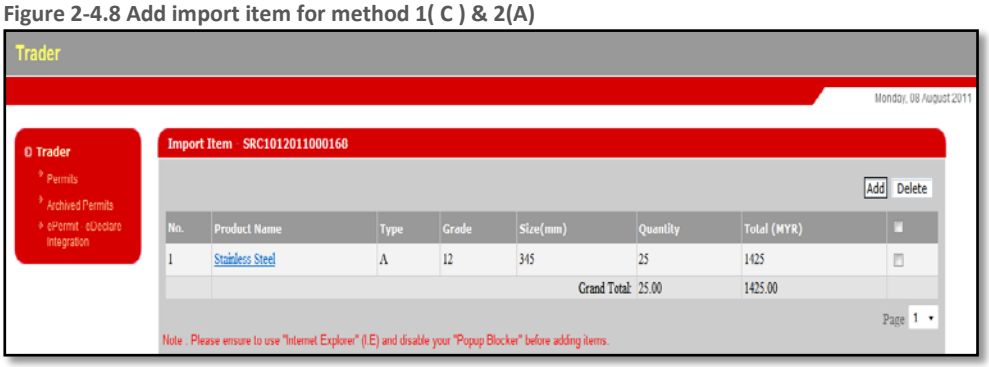
17 If you click Save button, **Import Item Added** message window appears.

Figure 2-4.7 Import Item Added message screen



18 Click OK button to proceed.

Figure 2-4.8 Add import item for method 1(C) & 2(A)



NOTE: See Step (D) for Edit and Delete import product

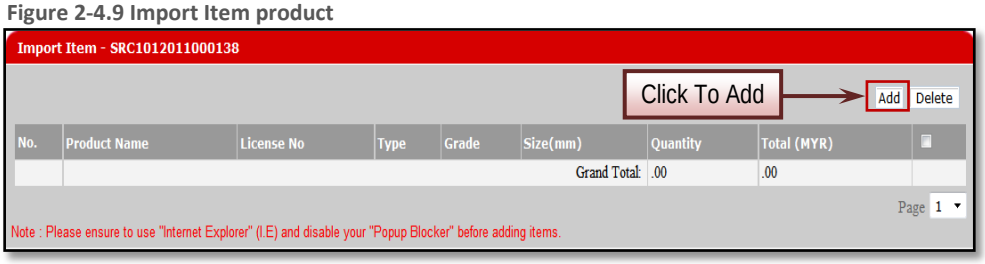
c) Add Import Item ;

a) Method 3 (A): Consignment with Product Certification License and Special Condition

b) Method 3 (B) : Consigment with Product Certification License

Step 1

Figure 2-4.9 Import Item product



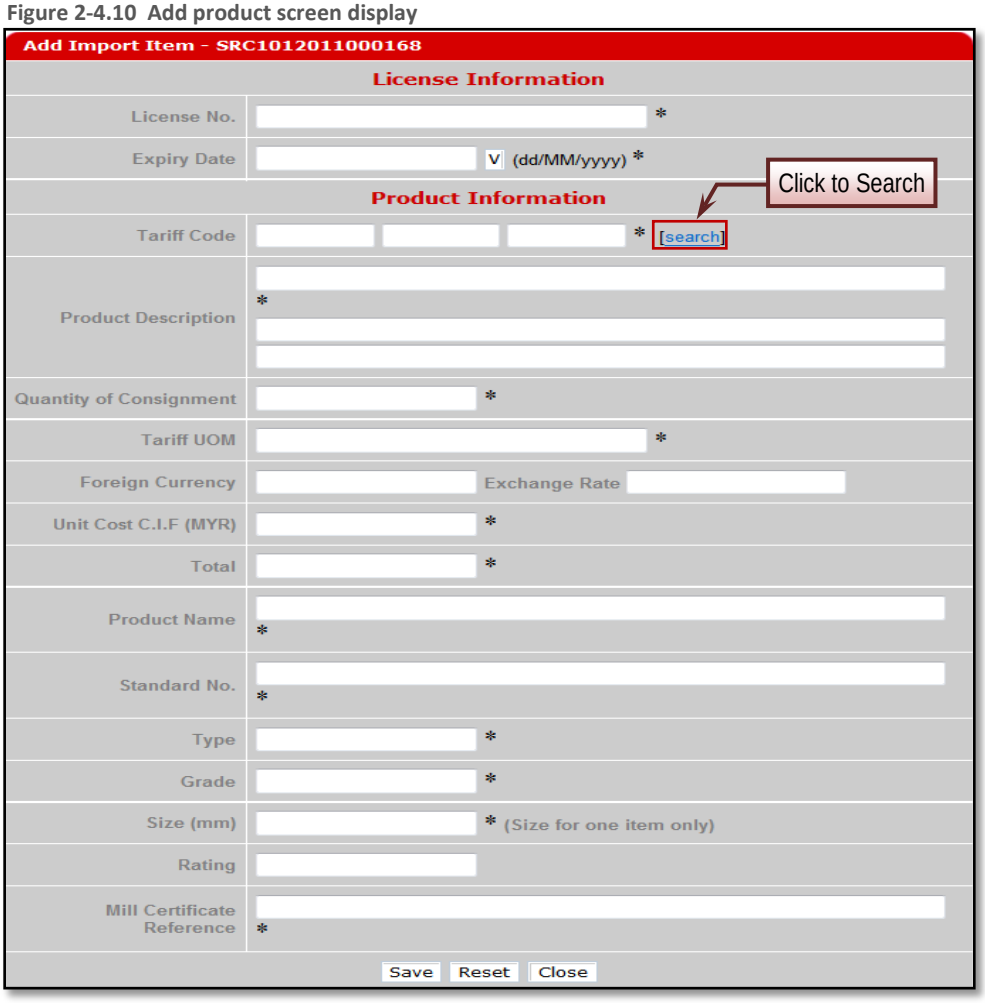
19 Click Add button to add **Import Item**.

20 **Add Product** pop-up window appears.

NOTE: Items labeled with '*' are compulsory.

NOTE: **Add Product** screen will display differently based on "**Method**" that you are applied.

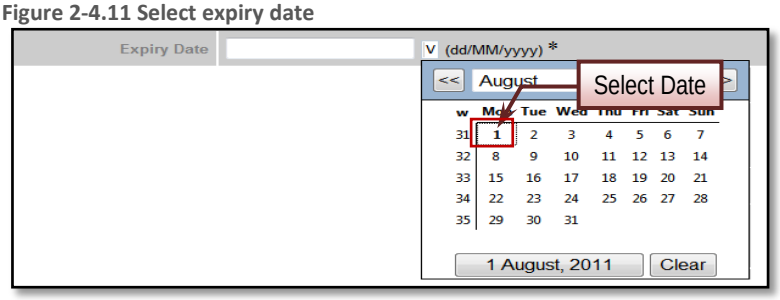
Figure 2-4.10 Add product screen display



Step 2 **License Information**

1 Enter your **License No.** field.

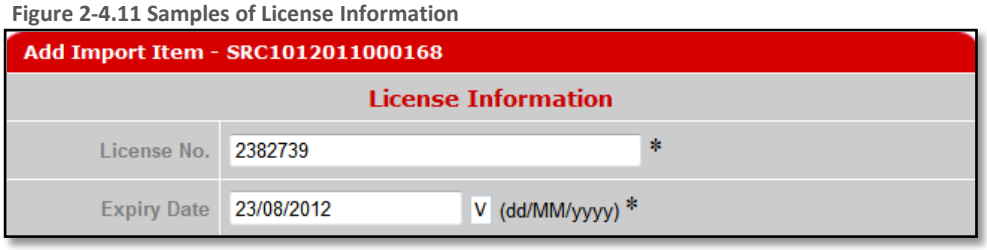
Figure 2-4.11 Select expiry date



2 Click button to select **Expiry Date** field.

3 Sample of License Information as shown as below;

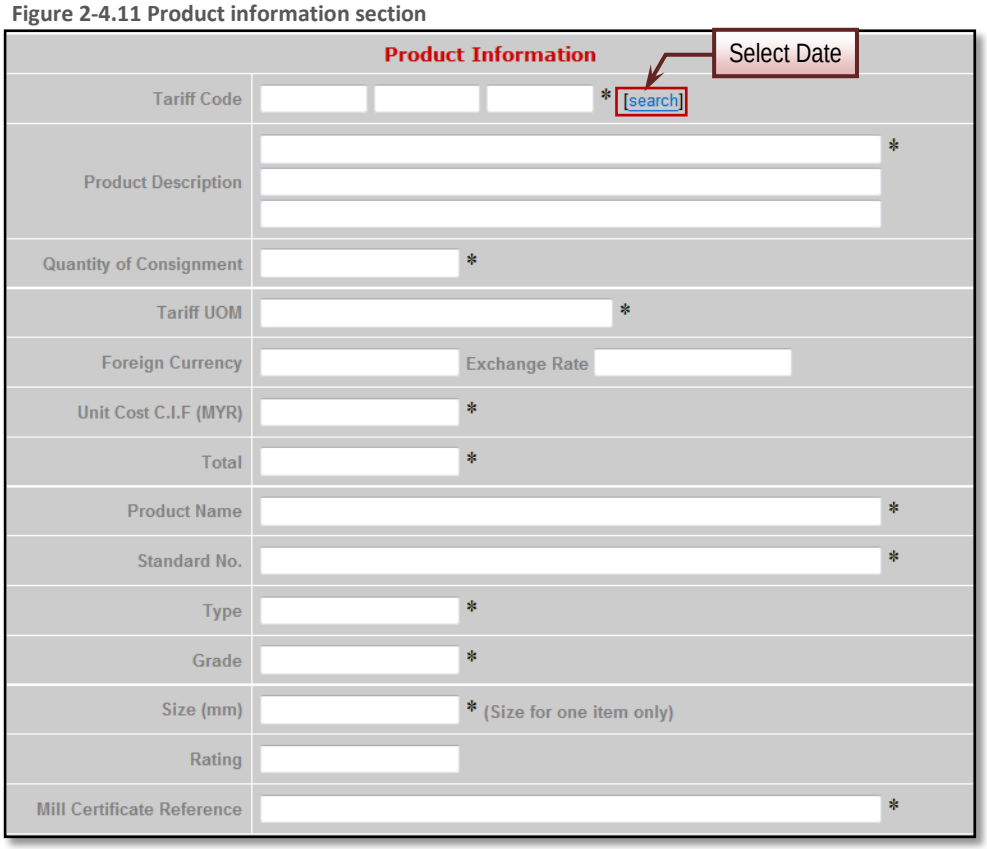
Figure 2-4.11 Samples of License Information



NOTE: Items labeled with '*' are compulsory.

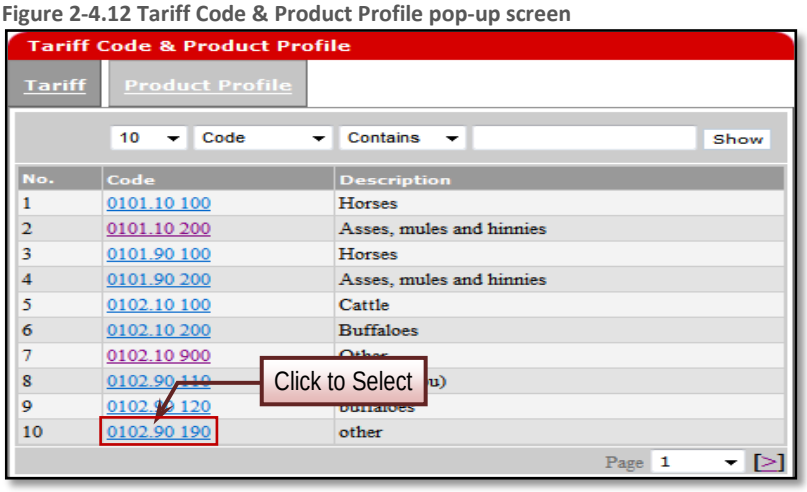
Step 3 Product Information

Figure 2-4.11 Product information section



1 Click [search] hyperlink to search for **Tariff Code**.

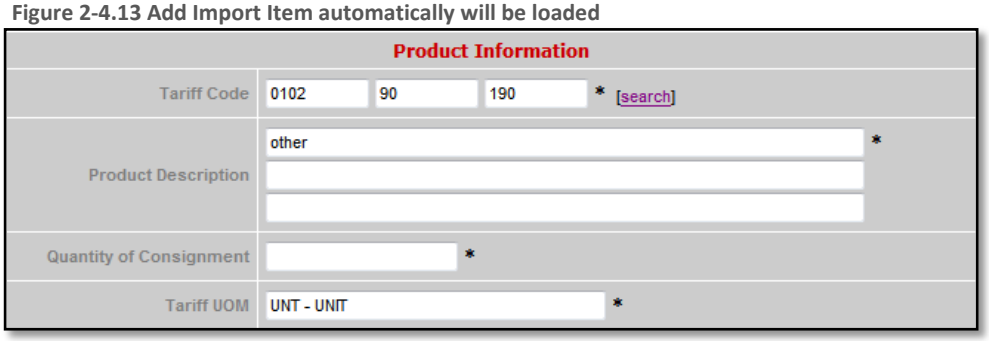
Figure 2-4.12 Tariff Code & Product Profile pop-up screen



2 Click on **Tariff Code** hyperlink to select an item

3 **Add Import Item** automatically will be loaded as shown as below;

Figure 2-4.13 Add Import Item automatically will be loaded



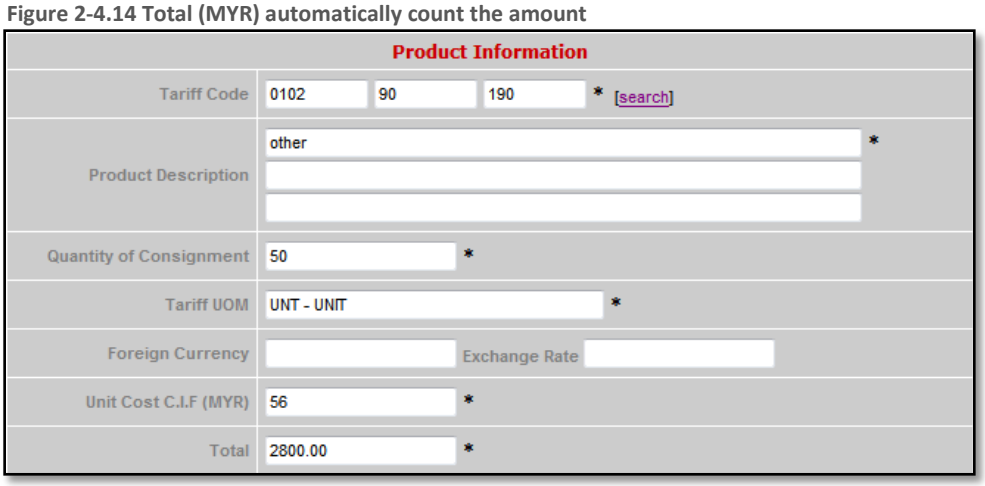
4 Enter **Quantity of Consignment** field.

5 Enter Foreign Currency with Exchange Rate field.

6 Enter **Unit Cost C.I.F (MYR)** field.

7 **Total (MYR)** will automatically count the amount.

Figure 2-4.14 Total (MYR) automatically count the amount



8 Enter **Product Name** field.

9 Enter **Standard No.** field.

10 Enter **Type** field.

11 Enter **Grade** field.

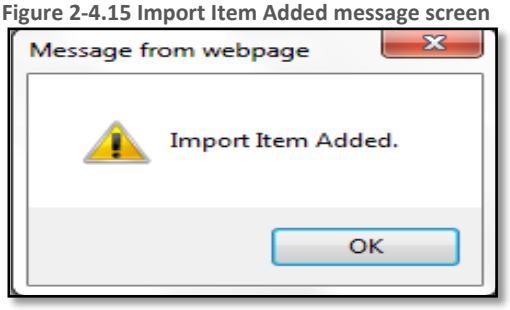
12 Enter **Size (mm)** field.

13 Enter **Mill Certificate Reference** field.

14 Click Save to save **or** click Reset to clear fields **or** click Close to exit.

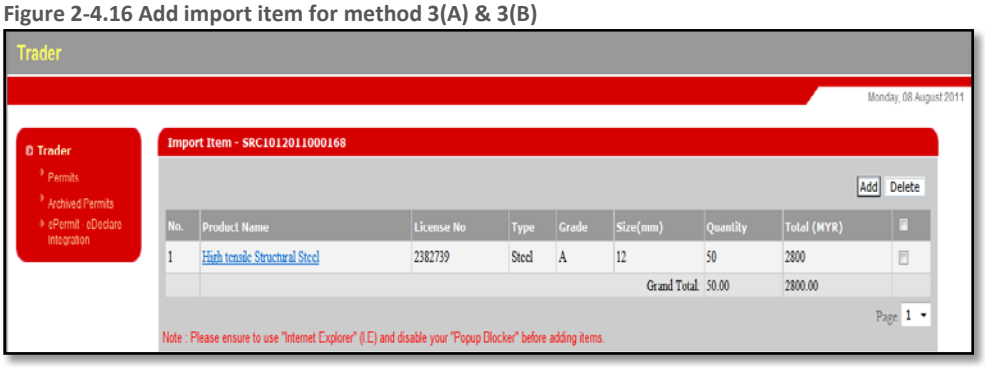
15 If you click Save button, **Import Item Added** message window appears.

Figure 2-4.15 Import Item Added message screen



16 Click OK button to proceed.

Figure 2-4.16 Add import item for method 3(A) & 3(B)



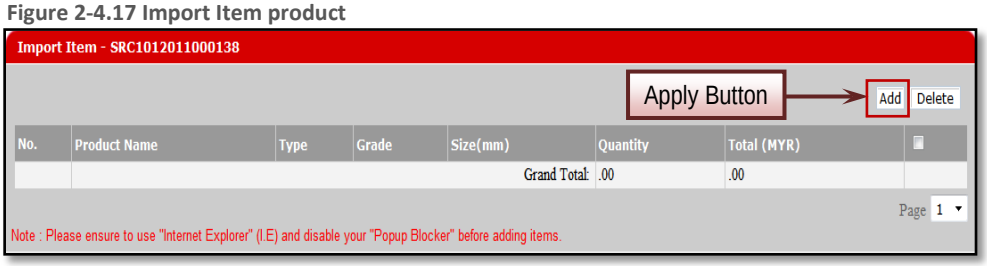
NOTE: See Step (D) for Edit and Delete import product

c) Add Import Item ;

Method 5: Exemption (from Certificate of Approval)

Step 1

Figure 2-4.17 Import Item product



1 Click Add button to add **Import Item**.

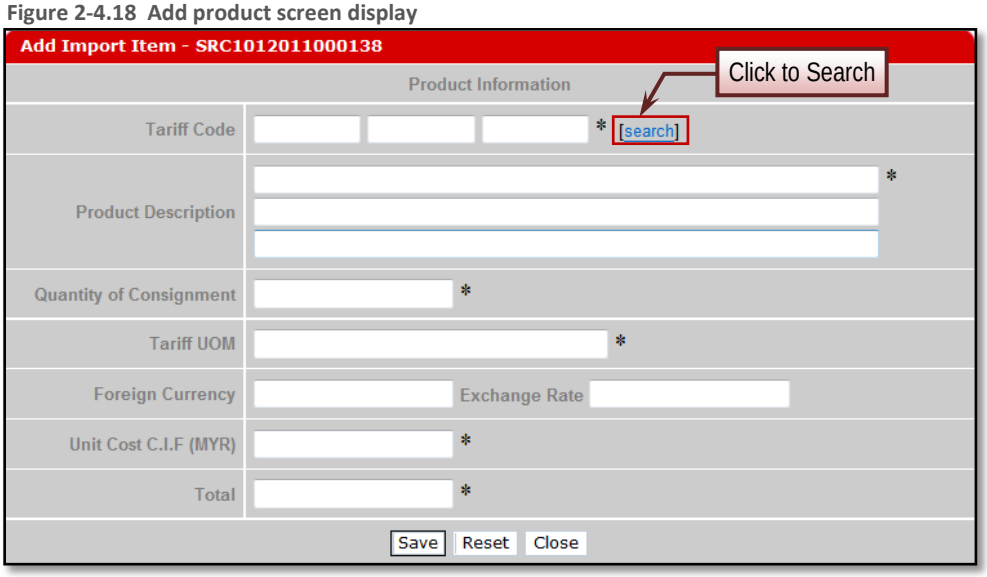
2 **Add Product** pop-up window appears.

NOTE: Items labeled with '*' are compulsory.

NOTE: **Add Product** screen will display differently based on "**Method**" that you are

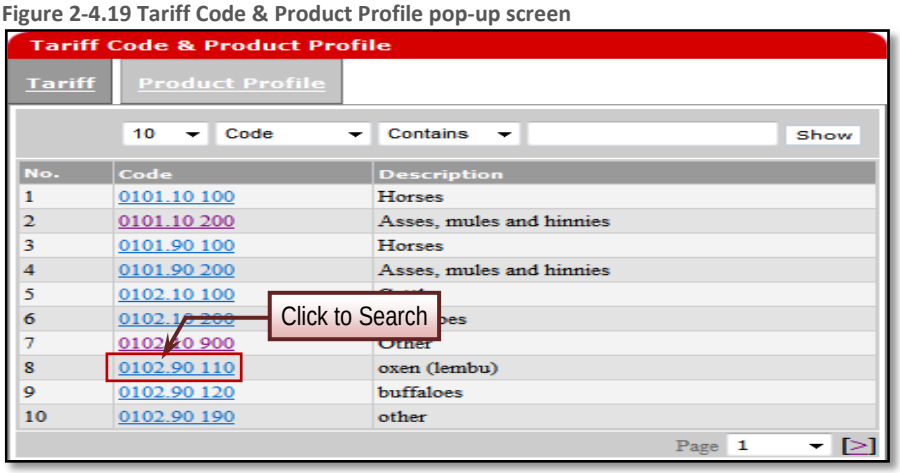
applied.

Figure 2-4.18 Add product screen display



3 Click [search] hyperlink to search for **Tariff Code**.

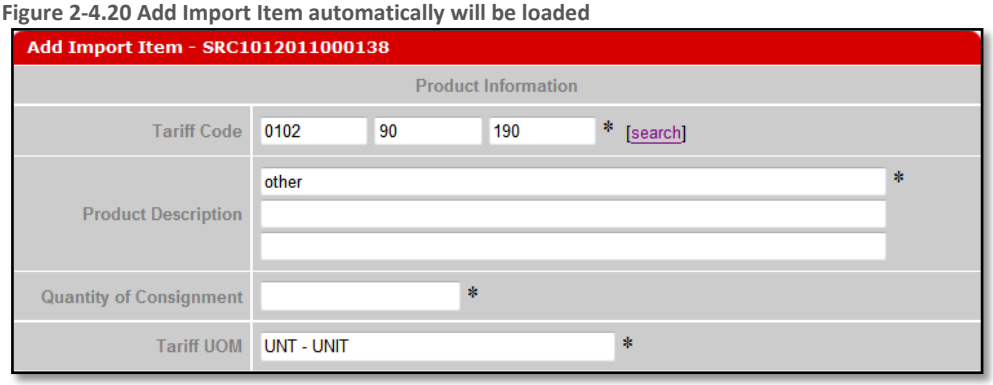
Figure 2-4.19 Tariff Code & Product Profile pop-up screen



4 Click on **Tariff Code** hyperlink to select an item

5 **Add Import Item** automatically will be loaded as shown as below;

Figure 2-4.20 Add Import Item automatically will be loaded



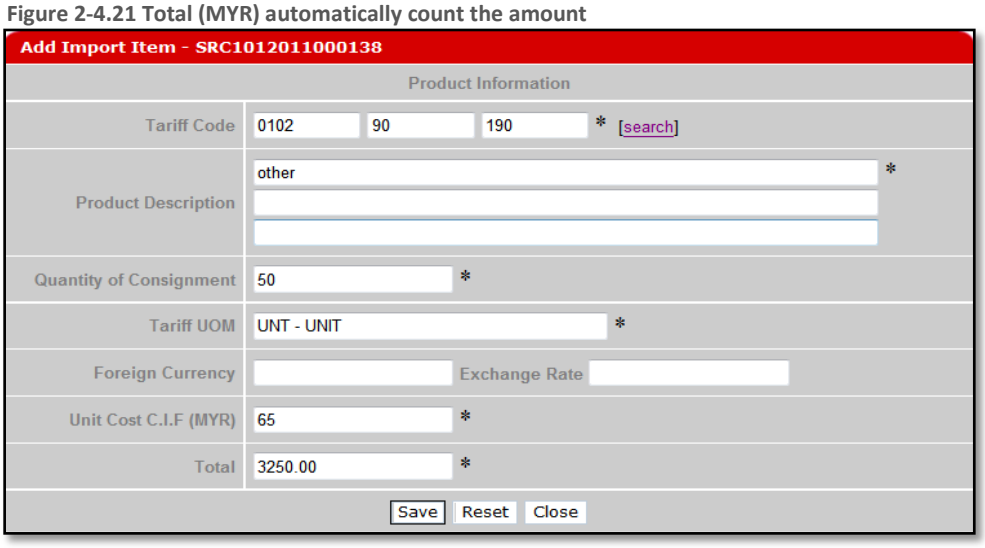
6 Enter **Quantity of Consignment** field.

7 Enter Foreign Currency with Exchange Rate field.

8 Enter **Unit Cost C.I.F (MYR)** field.

9 **Total (MYR)** will automatically count the amount.

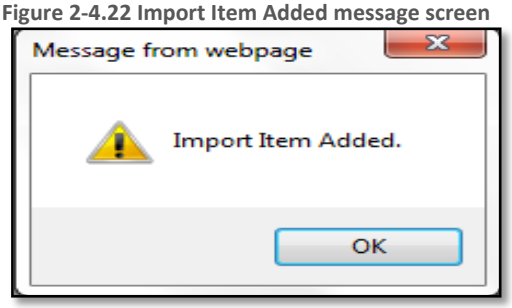
Figure 2-4.21 Total (MYR) automatically count the amount



10 Click Save to save **or** click Reset to clear fields **or** click Close to exit.

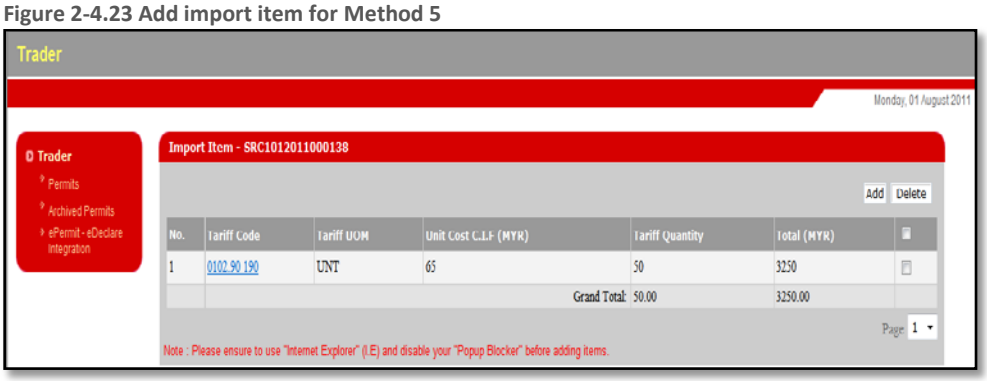
11 If you click Save button, **Import Item Added** message window appears.

Figure 2-4.22 Import Item Added message screen



12 Click OK button to proceed.

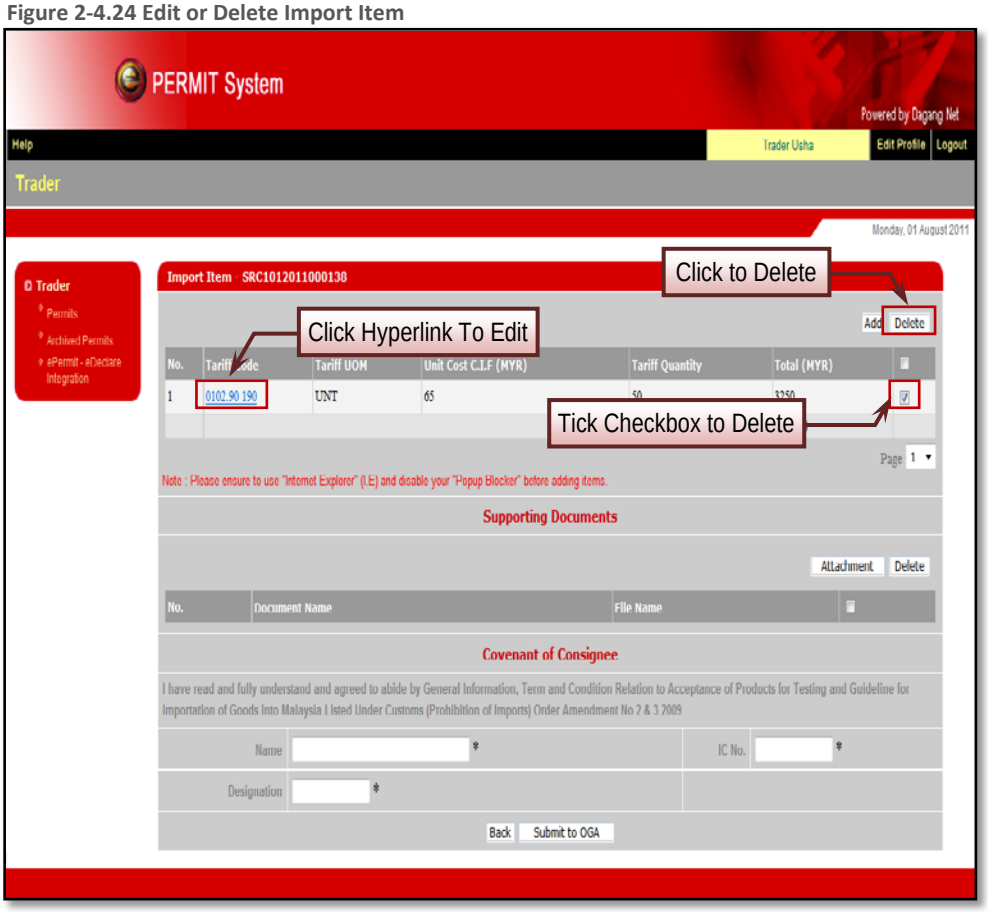
Figure 2-4.23 Add import item for Method 5



NOTE: See Step (D) for Edit and Delete import product

d) Edit or Delete Import Item

Figure 2-4.24 Edit or Delete Import Item



1 Click **Item** hyperlink to edit **Import Items** or tick ☑ checkbox and click Delete button to remove **Import Items**.

2.5 Supporting Document

Please take noted, **Attachment of Supporting Document** screen will display differently based on "**Method**" that you are applied.

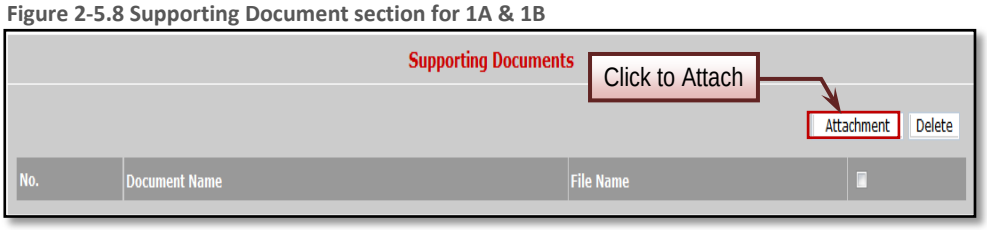
To show the differently view attach supporting, please follow the steps below:

a) Attachment of Supporting Document for;

1. Method 1 (A) : Normal Consignment
2. Method 1 (B): Consignment with Special Condition
3. Method 4: Local Sales (from Bonded Warehouse / LMW / FCZ / FIZ)

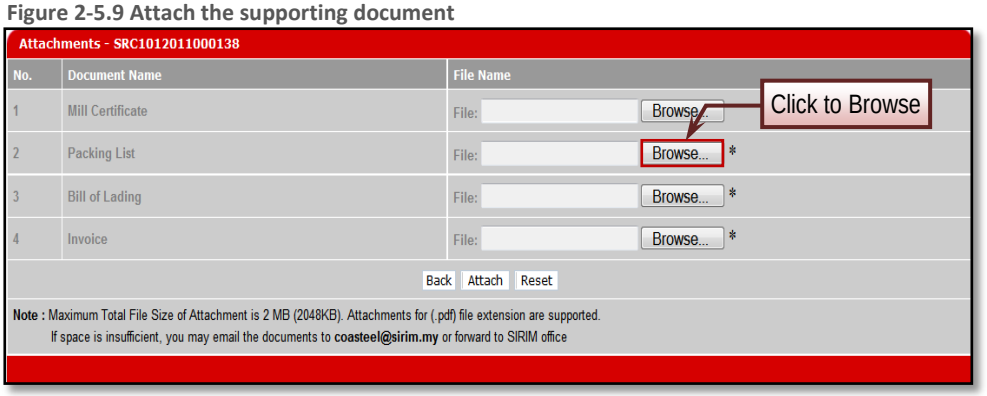
Step 1

Figure 2-5.8 Supporting Document section for 1A & 1B



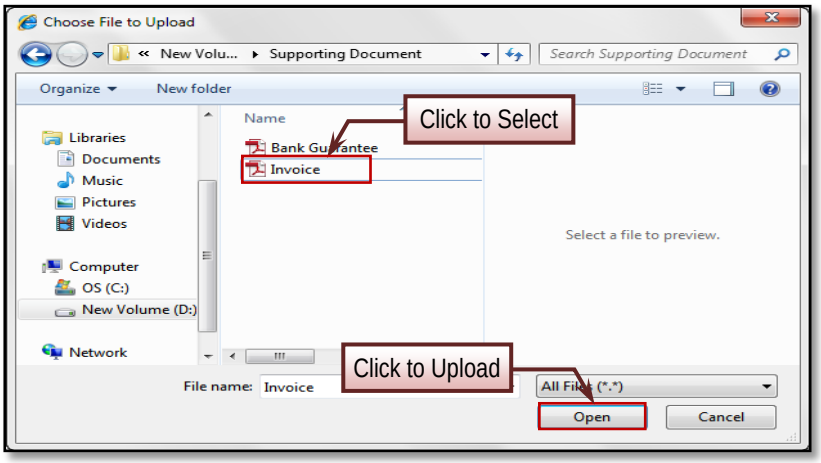
4. Click Attachment button to attach supporting document.
5. **Attachments** screen appears as shown.

Figure 2-5.9 Attach the supporting document



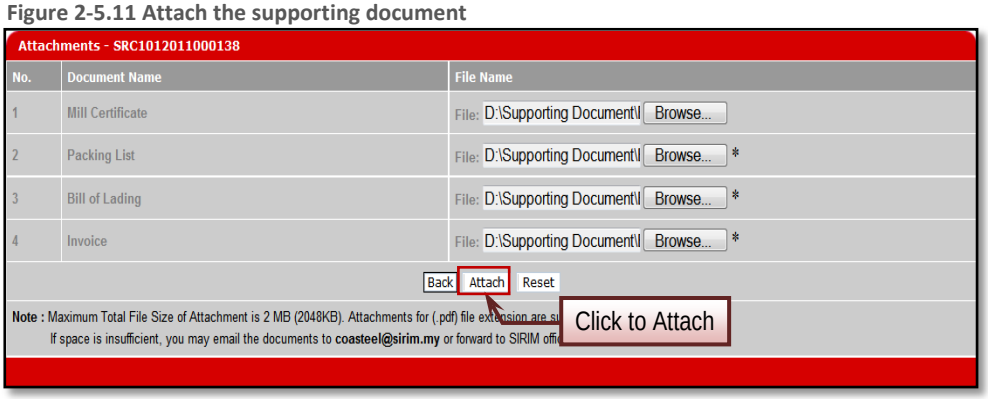
6. Click Browse... button to select the suppporting documents file from your PC for attachment.
7. There is 3 compulsary document that need you attach together:
   - **Packing List Document**
   - **Bill of Lading Document**
   - **Invoice Document**

Figure 2-5.10 Choose file to upload



8 Select the file to be attached.

Figure 2-5.11 Attach the supporting document

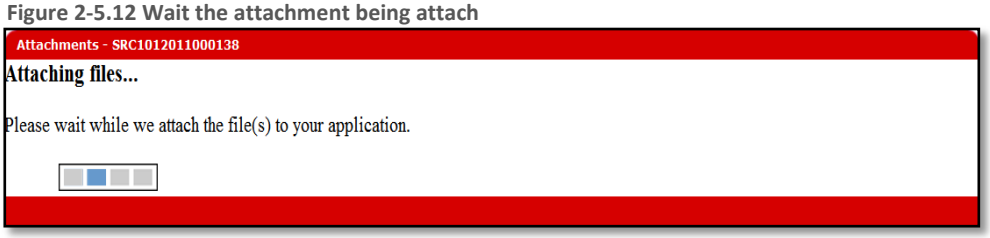


NOTE: Items labeled with '*' are compulsory.

9 Click Attach button to attach the supporting document.

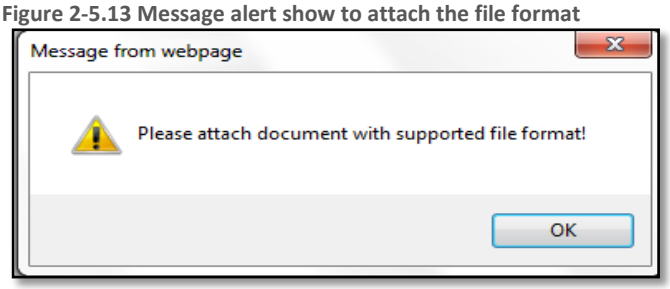
10 Attachment screen to attach file(s) appears as shown.

Figure 2-5.12 Wait the attachment being attach



11 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2-5.13 Message alert show to attach the file format

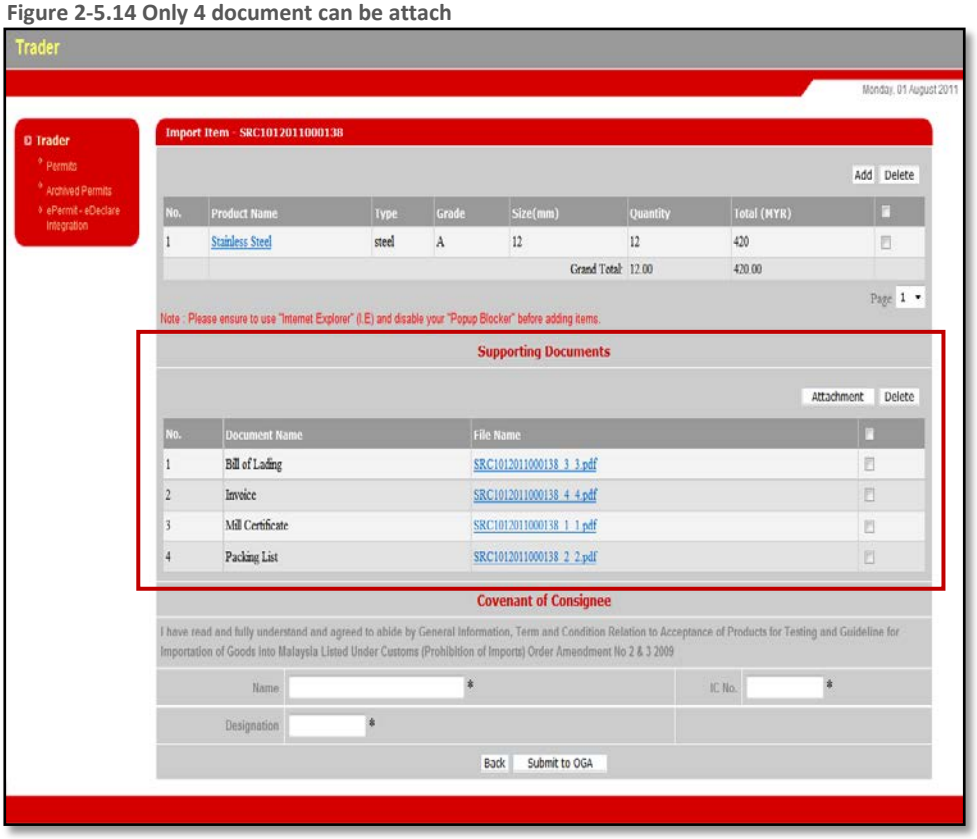


12 Your file(s) must be in the listed format before you can proceed any further.

13 Attach the correct format file to proceed. E.g : **.PDF**

14 Import Item screen automatically field with the supporting document.

Figure 2-5.14 Only 4 document can be attach



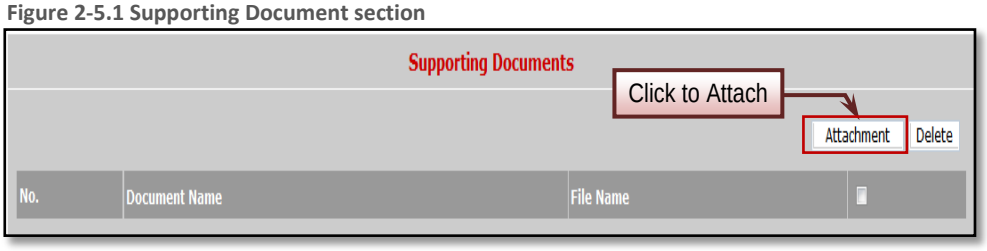
NOTE: Only 3 document (Bill Of Lading, Invoice and Packing List) is compulsary to attach.

b) Attachment of Supporting Document for;

a) Method 1 (C) : Consignment by Road (Cross Border Partial Shipment)

b) Method 2 (C) : Consignment with Patented Material

Figure 2-5.1 Supporting Document section

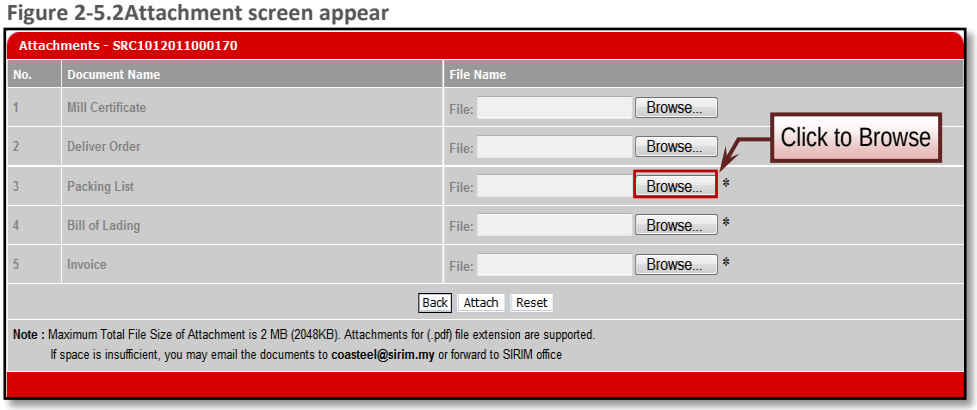


Step 1

1 Click Attachment button to attach supporting document.

2 **Attachments** screen appears as shown.

Figure 2-5.2Attachment screen appear



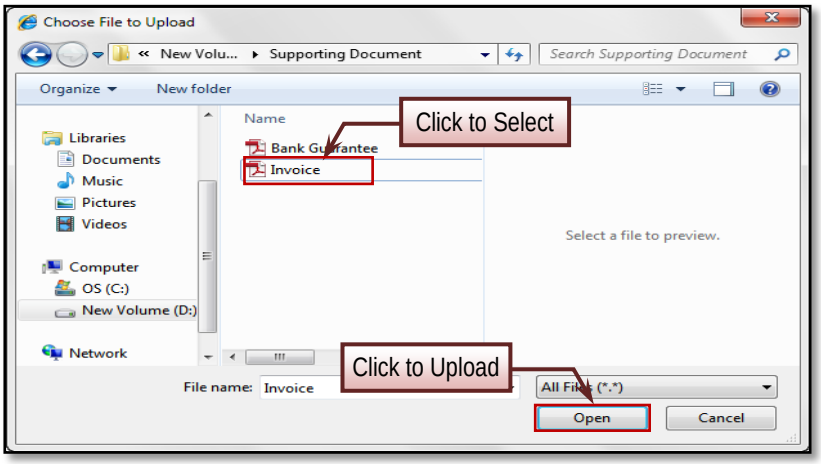
3 Click Browse... button to select the suppporting documents file from your PC for attachment.

4 There is 3 compulsary document that need you attach together:

- **Packing List Document**
- **Bill of Lading Document**
- **Invoice Document**

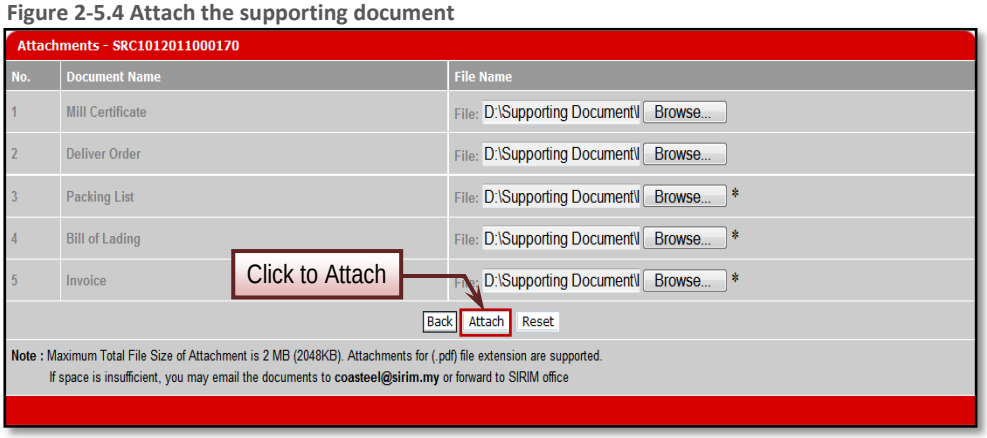
5 Choose file to upload screen appear.

Figure 2-5.3 Choose file to upload



6 Select the file to be attached.

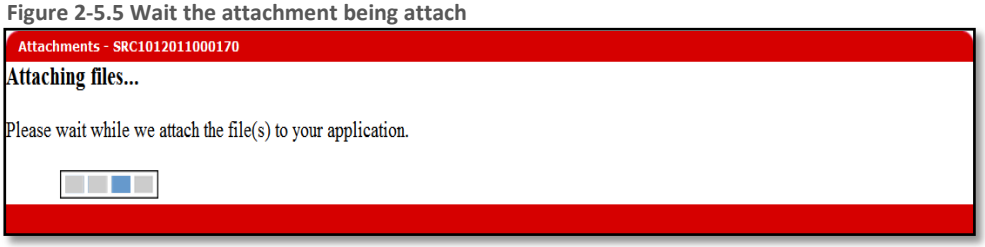
Figure 2-5.4 Attach the supporting document


Attachments - SRC1012011000170
No.
Document Name
File Name
1 Mill Certificate File: D:\Supporting Document\ Browse...
2 Deliver Order File: D:\Supporting Document\ Browse...
3 Packing List File: D:\Supporting Document\ Browse... *
4 Bill of Lading File: D:\Supporting Document\ Browse... *
5 Invoice File: D:\Supporting Document\ Browse... *
Click to Attach
Back
Attach
Reset
Note : Maximum Total File Size of Attachment is 2 MB (2048KB). Attachments for (.pdf) file extension are supported.
If space is insufficient, you may email the documents to coasteel@sirim.my or forward to SIRIM office

7 Click Attach button to attach the supporting document.

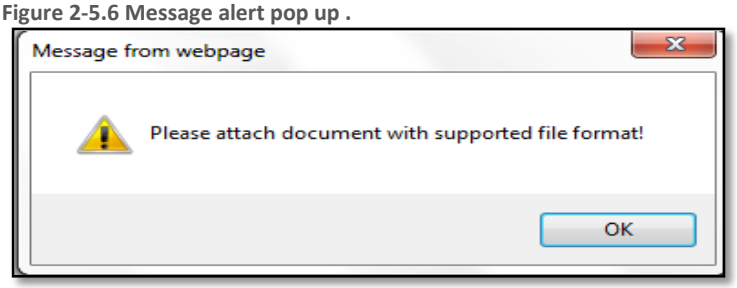
8 Attachment screen to attach file(s) appears as shown.

Figure 2-5.5 Wait the attachment being attach



9 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2-5.6 Message alert pop up .

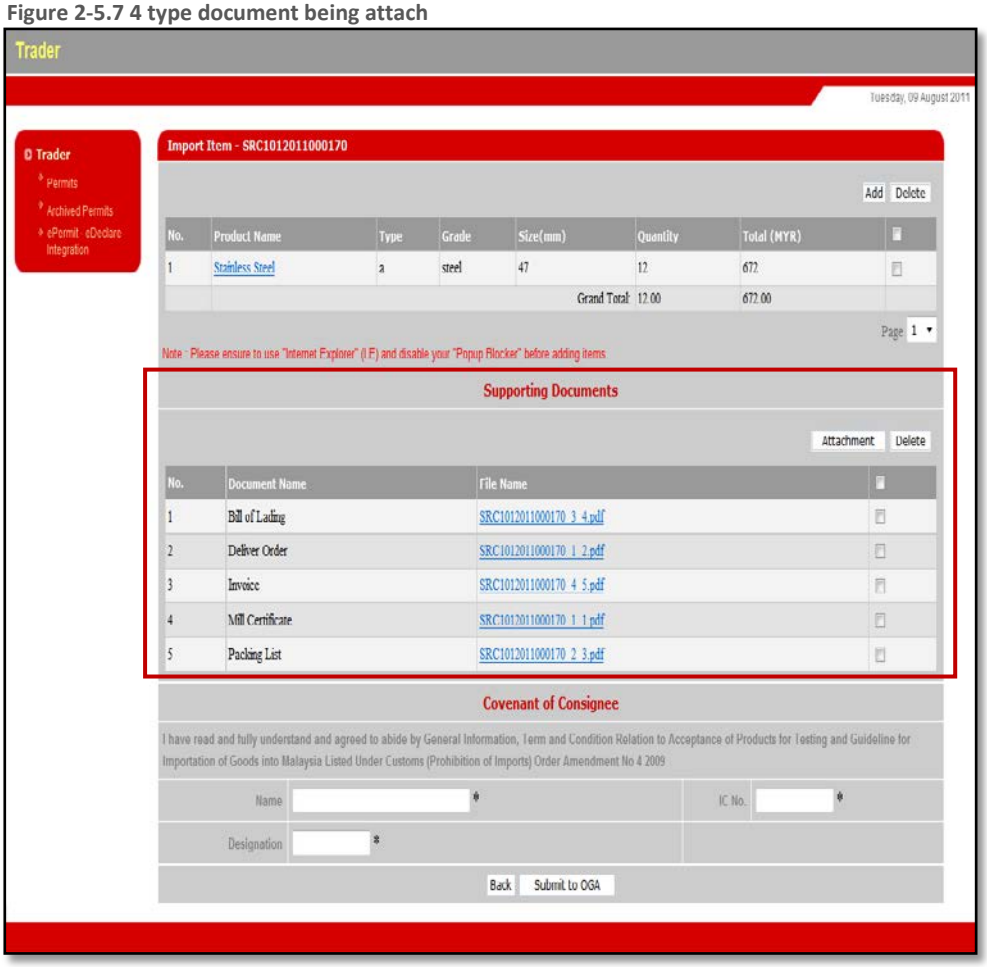


10 Your file(s) must be in the listed format before you can proceed any further.

11 Attach the correct format file to proceed e.g: **.PDF**

12 Import Item screen automatically loaded with the supporting document.

Figure 2-5.7 4 type document being attach



NOTE: Only 3 document (Bill Of Lading, Invoice and Packing List) is compulsary to attach.

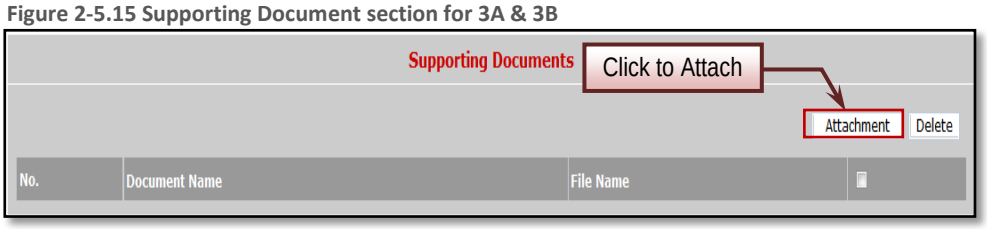
c) Attachment of Supporting Document for;

a) Method 3(A): Consignment with Product Certification License and Special Condition

b) Method 3 (B) : Consignment with Product Certification License

Step 1

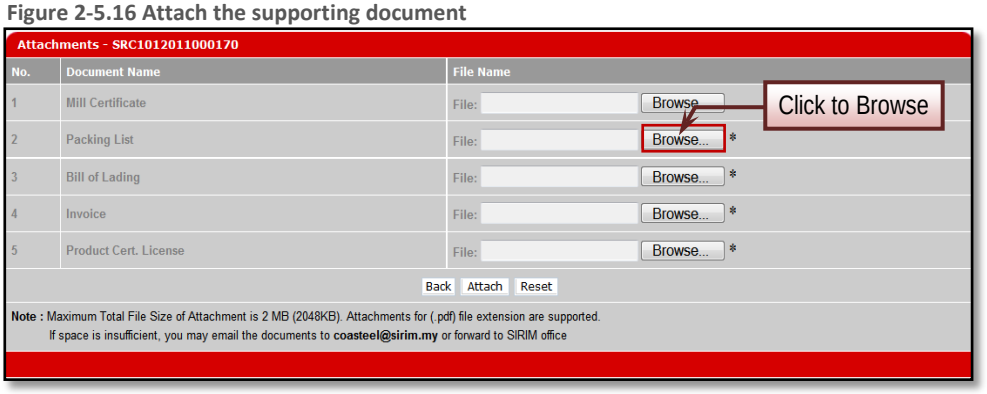
Figure 2-5.15 Supporting Document section for 3A & 3B



1 Click Attachment button to attach supporting document.

2 **Attachments** screen appears as shown.

Figure 2-5.16 Attach the supporting document



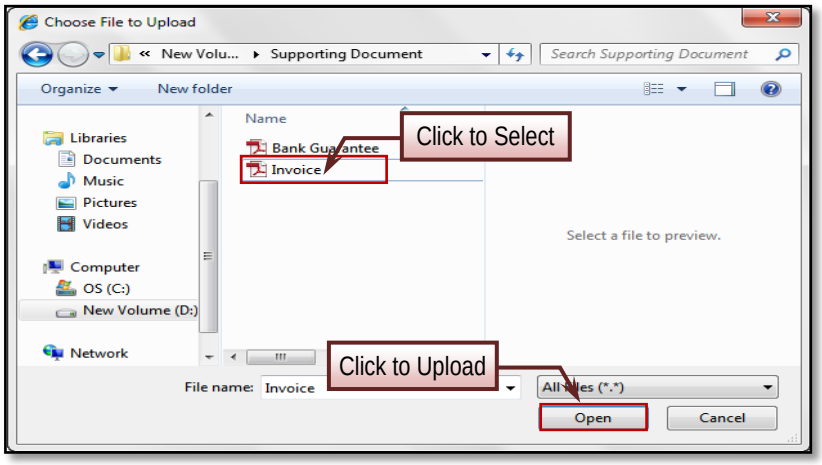
3 Click Browse... button to select the suppporting documents file from your PC for attachment.

4 There is 4 compulsary document that need you attach together:

- **Packing List Document**
- **Bill of Lading Document**
- **Invoice Document**
- **Product Cert. License Document**

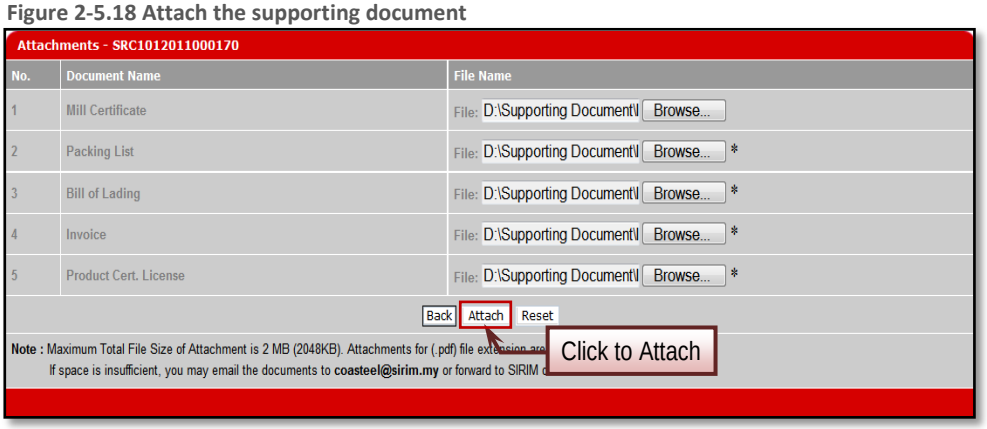
5 Choose file to upload screen appear as shown as below;

Figure 2-5.17 Choose file to upload



4 Select the file to be attached.

Figure 2-5.18 Attach the supporting document

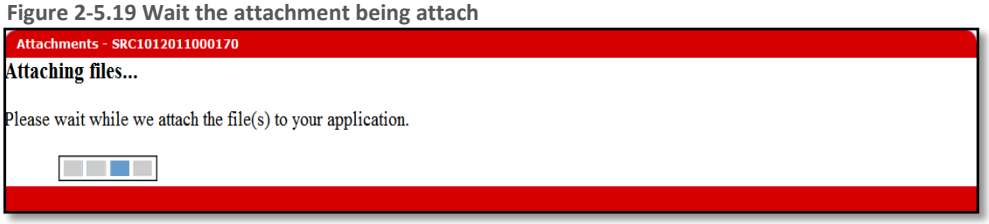

Attachments - SRC1012011000170
No.
Document Name
File Name
1 Mill Certificate File: D:\Supporting Document\ Browse...
2 Packing List File: D:\Supporting Document\ Browse... *
3 Bill of Lading File: D:\Supporting Document\ Browse... *
4 Invoice File: D:\Supporting Document\ Browse... *
5 Product Cert. License File: D:\Supporting Document\ Browse... *
Back
Attach
Reset
Click to Attach
Note : Maximum Total File Size of Attachment is 2 MB (2048KB). Attachments for (.pdf) file
If space is insufficient, you may email the documents to coasteel@sirim.my or forward to SIRIM

NOTE: Items labeled with '*' are compulsory.

5 Click [Attach] button to attach the supporting document.

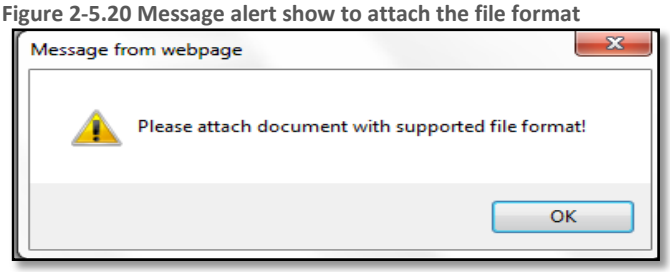
6 Attachment screen to attach file(s) appears as shown.

Figure 2-5.19 Wait the attachment being attach



7 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2-5.20 Message alert show to attach the file format

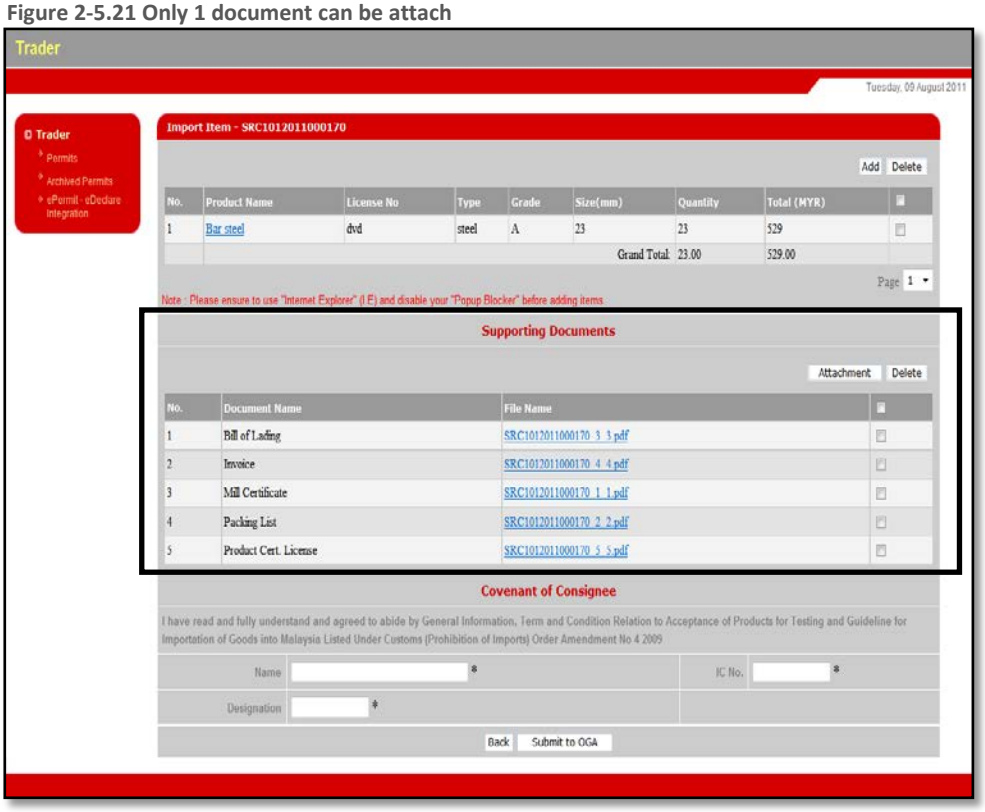


8 Your file(s) must be in the listed format before you can proceed any further.

9 Attach the correct format file to proceed. E.g : **.PDF**

10 Import Item screen automatically field with the supporting document.

Figure 2-5.21 Only 1 document can be attach



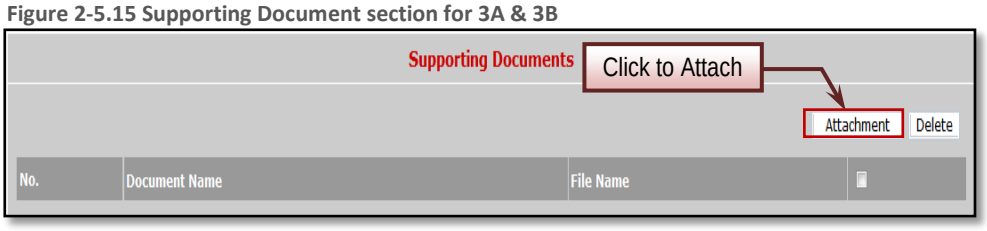
NOTE: Only 4 document (Bill of Lading, Invoice, Packing List and Product Cert license) is compulsary to attach.

d) Attachment of Supporting Document for;

Method 5 : Exemption (from Certificate of Approval

Figure 2-5.15 Supporting Document section for 3A & 3B

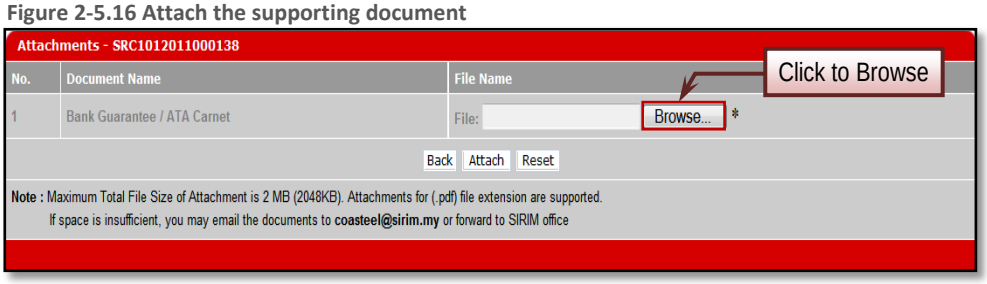
Step 1



1 Click Attachment button to attach supporting document.

2 **Attachments** screen appears as shown.

Figure 2-5.16 Attach the supporting document



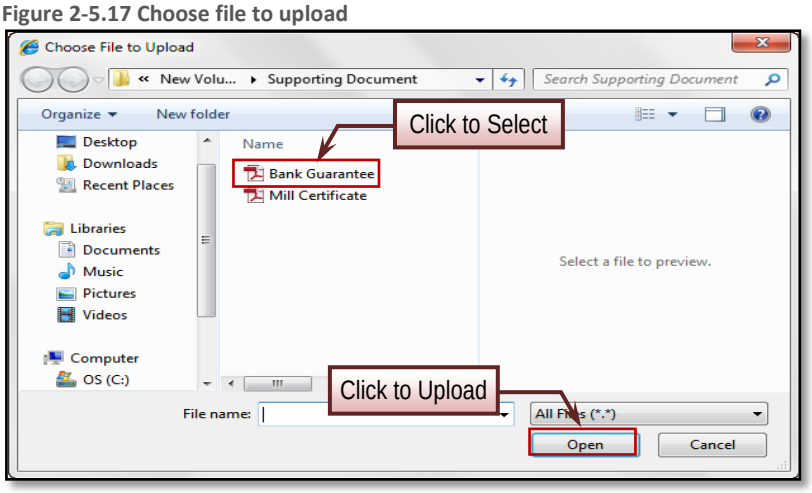
3 Click Browse... button to select the suppporting documents file from your PC for attachment.

4 There is only 1 compulsary document that need you attach together:

- **Bank Guarantee / ATA Carnet**

5 Choose file to upload screen appear as shown as below;

Figure 2-5.17 Choose file to upload



5 Select the file to be attached.

Figure 2-5.18 Attach the supporting document

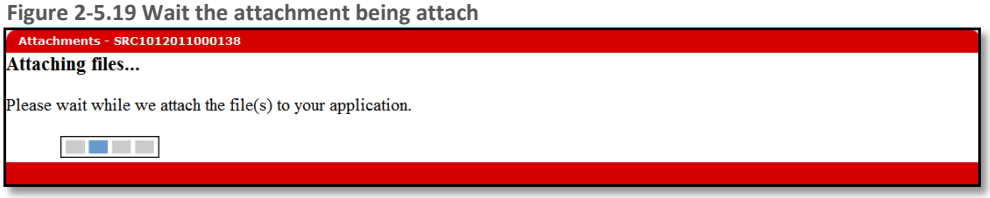
Attachments - SRC1012011000138
No.
Document Name
File Name
1
Bank Guarantee / ATA Carnet
File: D:\Supporting Document\ Browse... *
Back
Attach
Reset
Click to Attach
Note : Maximum Total File Size of Attachment is 2 MB (2048KB). Attachments for (.pdf) file extension are
If space is insufficient, you may email the documents to coasteel@sirim.my or forward to SIRIM office

NOTE: Items labeled with '*' are compulsory.

6 Click Attach button to attach the supporting document.

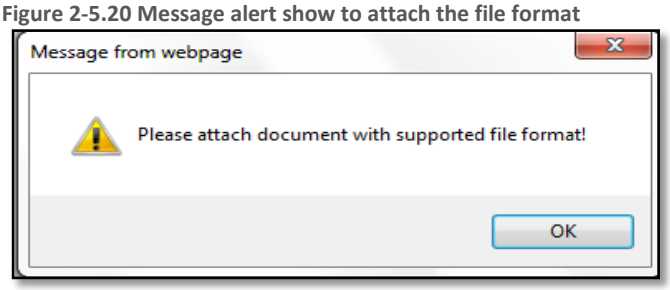
8 Attachment screen to attach file(s) appears as shown.

Figure 2-5.19 Wait the attachment being attach



9 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2-5.20 Message alert show to attach the file format

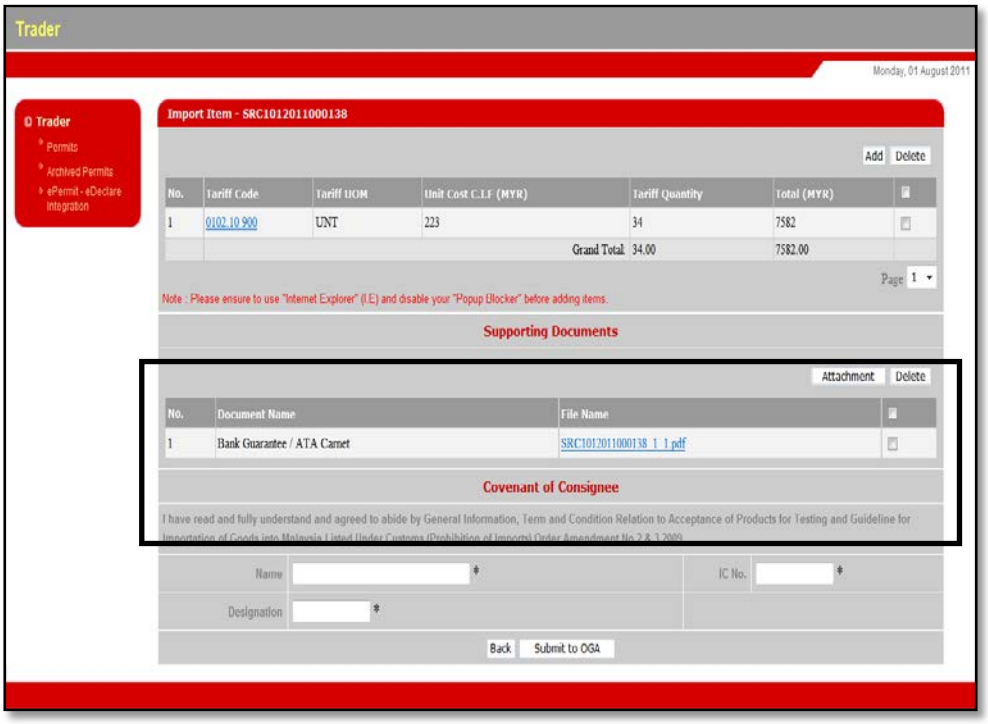


11 Your file(s) must be in the listed format before you can proceed any further.

12 Attach the correct format file to proceed. E.g : **.PDF**

13 Import Item screen automatically field with the supporting document.

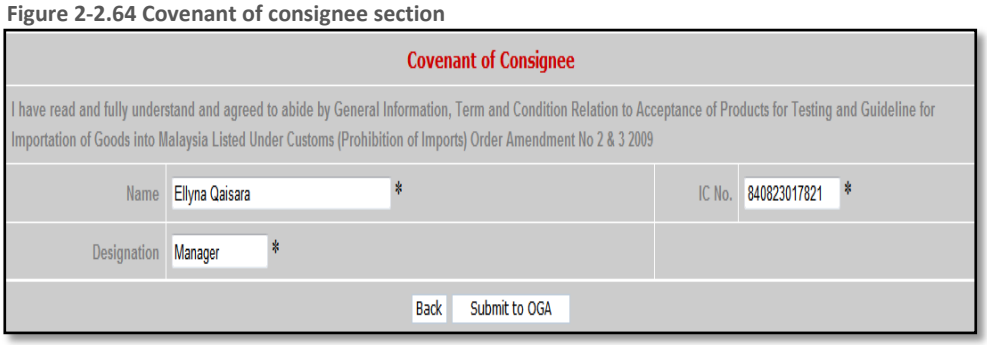
Figure 2-5.21 Only 1 document can be attach



NOTE: Only 1 document (Bank Gurantee / ATA Carnet) is compulsary to attach.

Step 2 Covenant of Consignee

Figure 2-2.64 Covenant of consignee section


Covenant of Consignee
I have read and fully understand and agreed to abide by General Information, Term and Condition Relation to Acceptance of Products for Testing and Guideline for Importation of Goods into Malaysia Listed Under Customs (Prohibition of Imports) Order Amendment No 2 & 3 2009
Name
Ellyna Qaisara
IC No.
840823017821
Designation
Manager
Back
Submit to OGA

1 Enter **Name** field.

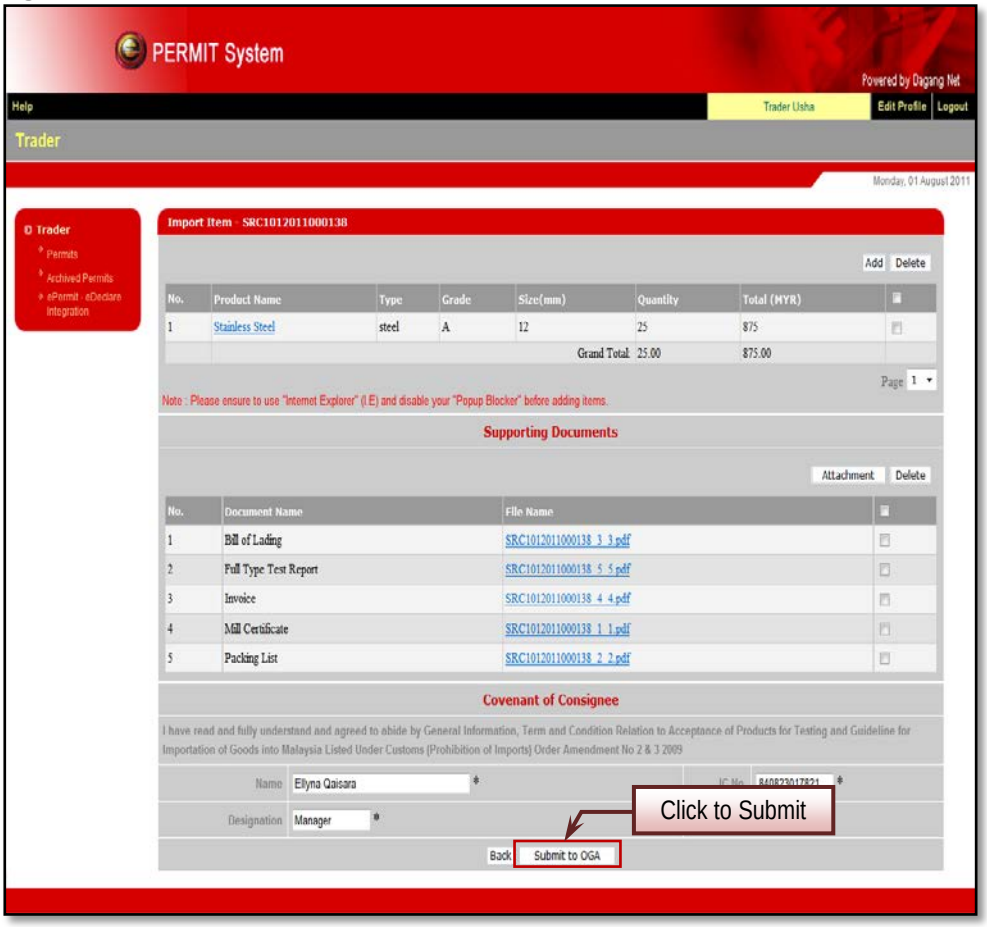
2 Enter **Designation** field.

3 Enter **IC No.** field.

NOTE: The remark "*" field are compulsary.

Step 3 Submission To SIRIM eCOA

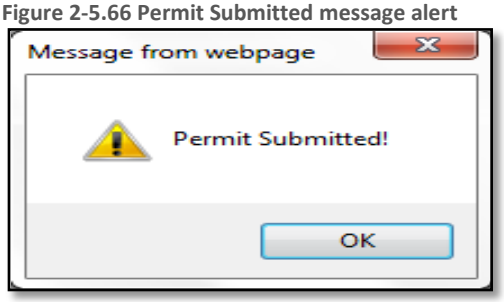
Figure 2-2.65 Submission to SIRIM eCOA



1 Click Submit to OGA button to submit.

2 **Permit Submitted** message window appears.

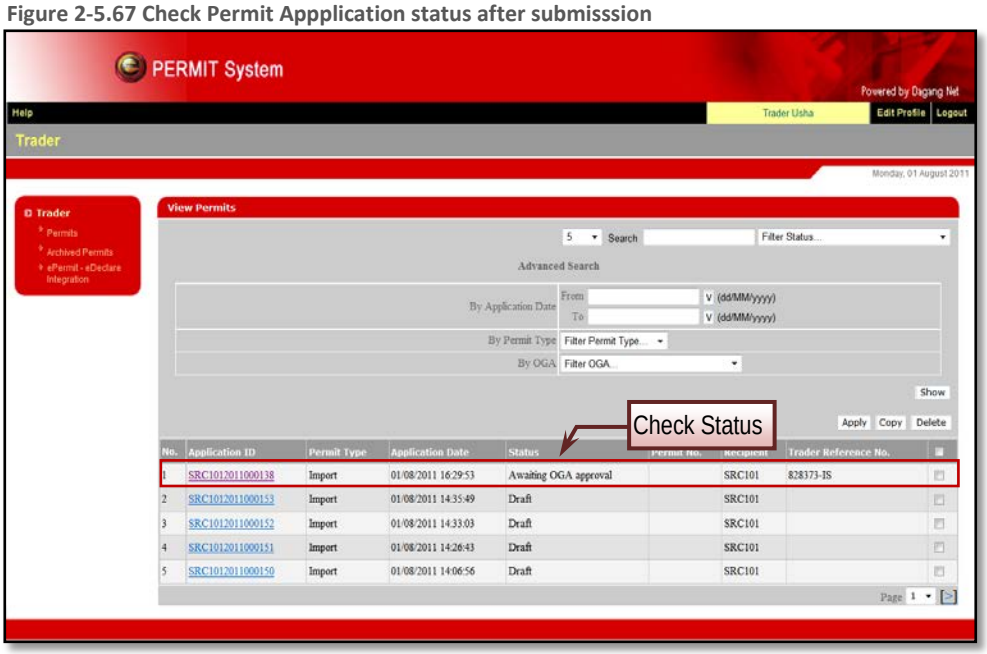
Figure 2-5.66 Permit Submitted message alert



3 Click OK button to proceed.

Step 4 Check Permit Application Status After Submission

Figure 2-5.67 Check Permit Appplication status after submisssion



1 You can check **Permit Application Status** at **View Permits** screen in the status column.

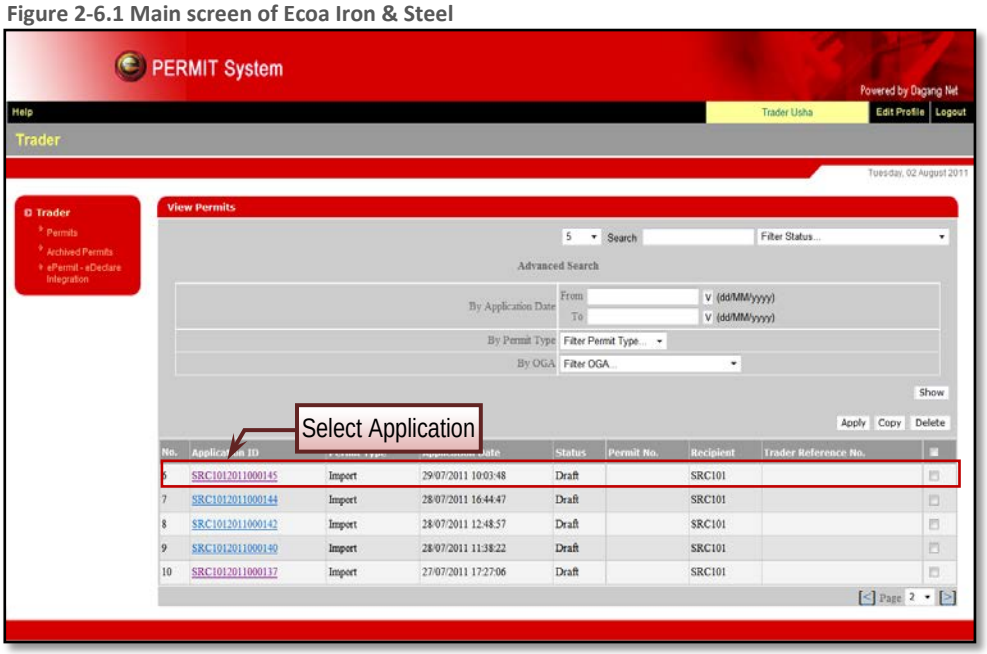
2.6 Edit Permit Application

You can edit import permit application if changes are required. You can only edit permit application with **"Draft"** status.

To edit an import permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 2-6.1 Main screen of Ecoa Iron & Steel

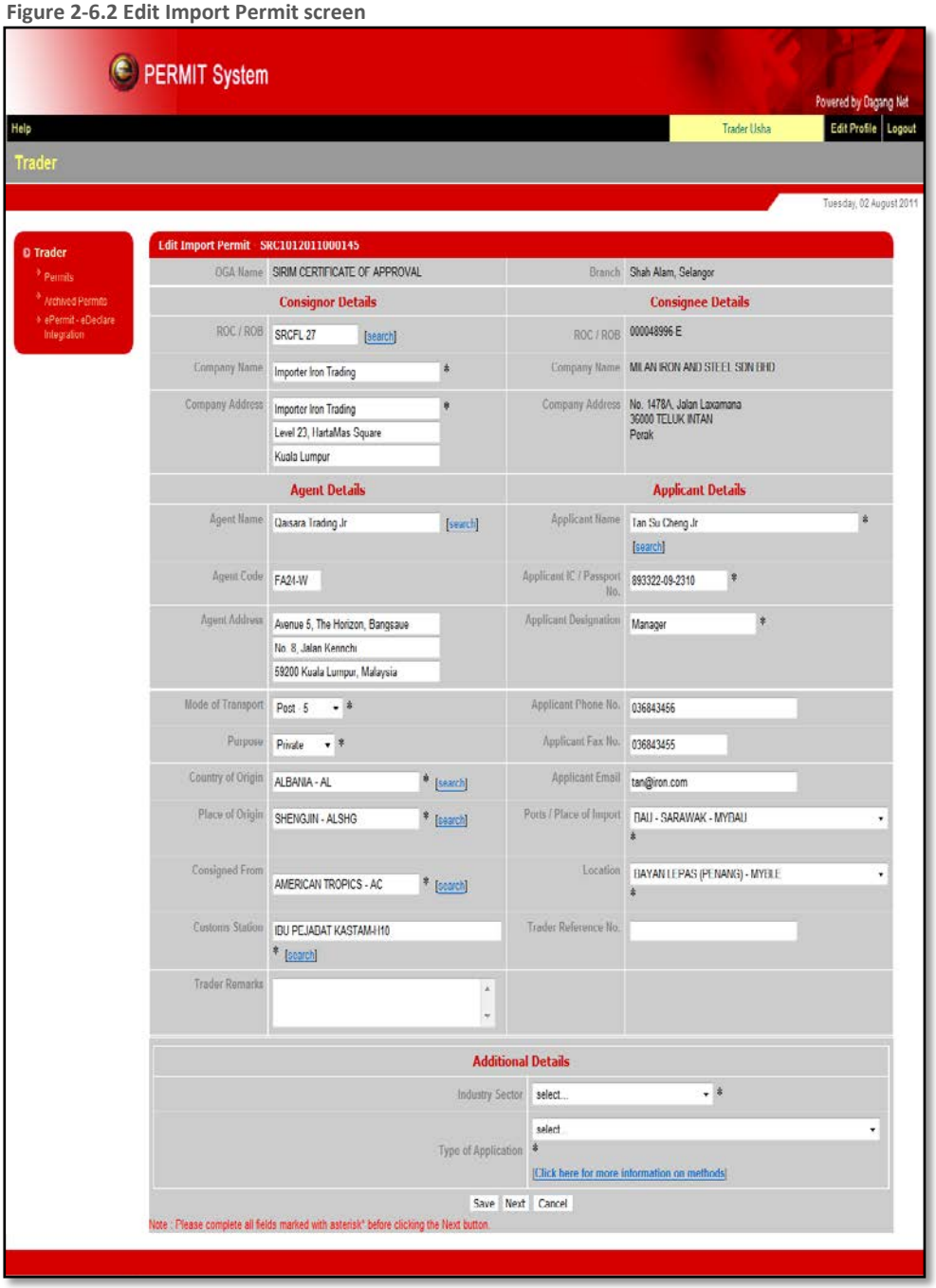


1 Select an application and click **Application ID** hyperlink.

2 **Edit Import Permit** screen appears.

Step 2 Edit Import Permit Screen

Figure 2-6.2 Edit Import Permit screen



1 Please refer to **Applying Import Permit Application** for details.

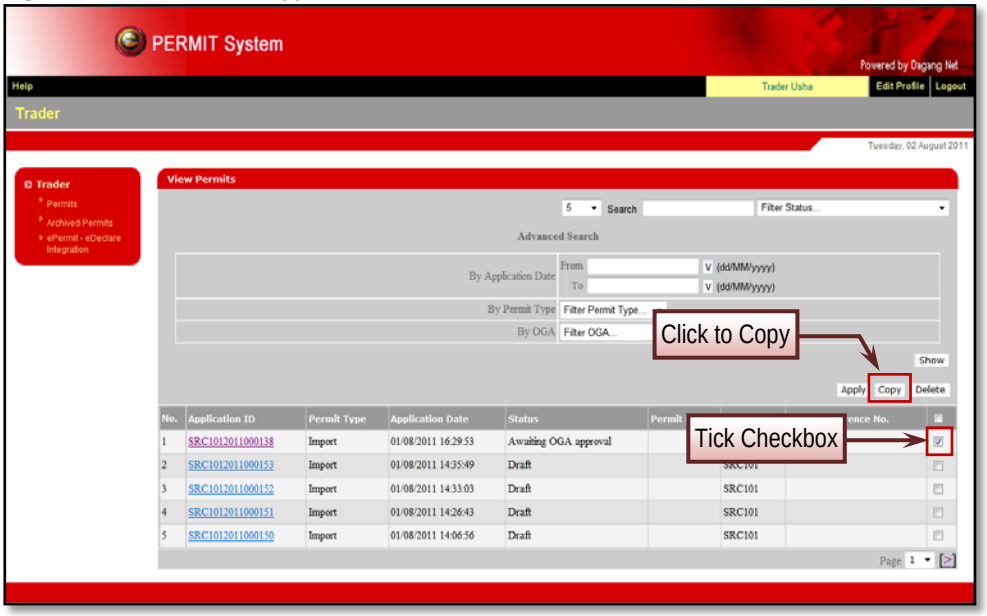
2.7 Copy Permit Application

For your convenience, you can copy information from previous permit application to apply for a new permit application.

To copy a permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 2-7.1 Select Permit Application



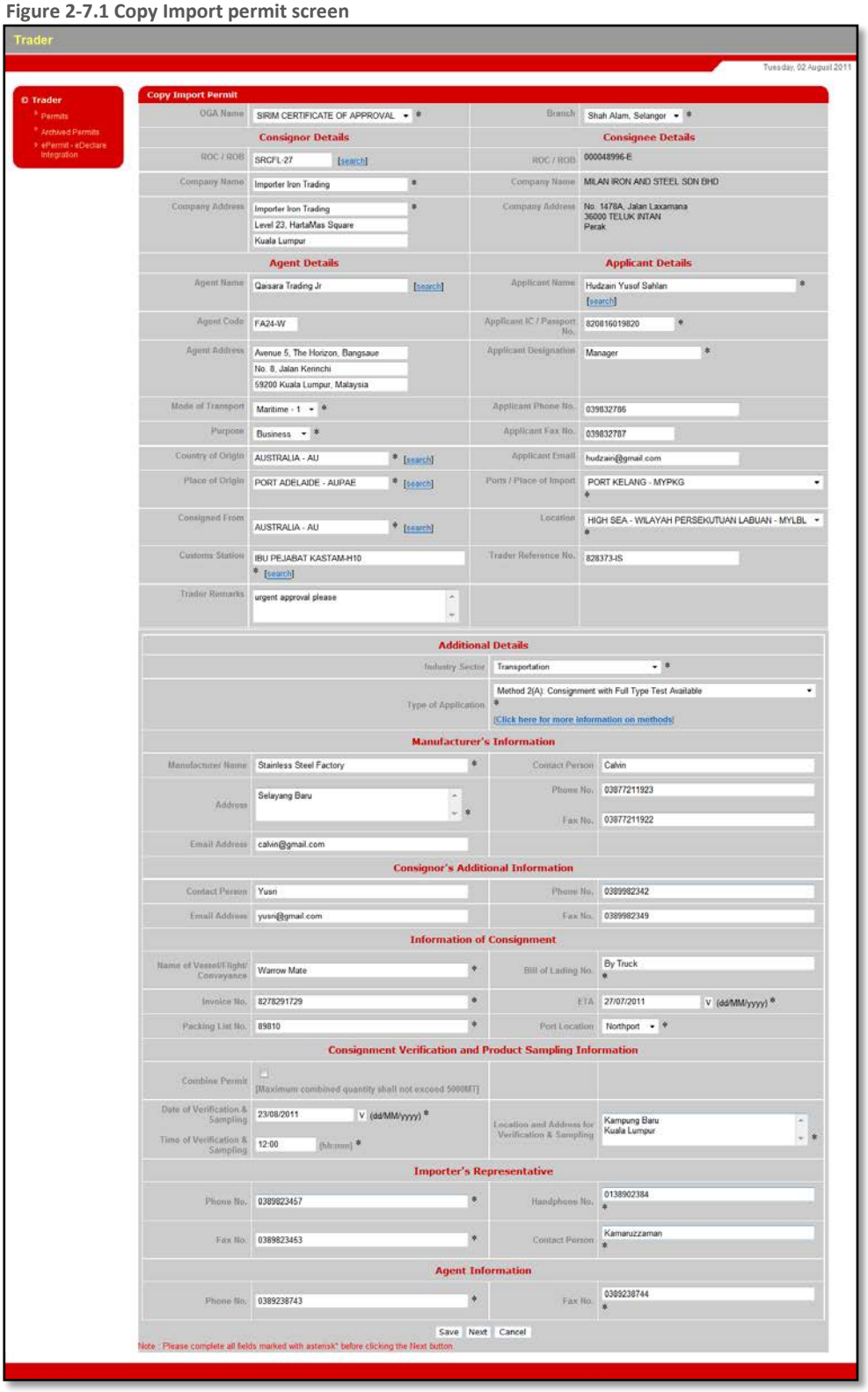
1 Select a permit application and tick ☑ the checkbox. Click Copy button to proceed.

2 **Copy Import Permit** screen appears.

Step 2

Copy Import Permit Screen

Figure 2-7.1 Copy Import permit screen



1 Repeat steps in **Import Permit Application**.

2 Please refer to **Import Permit Application** for details.

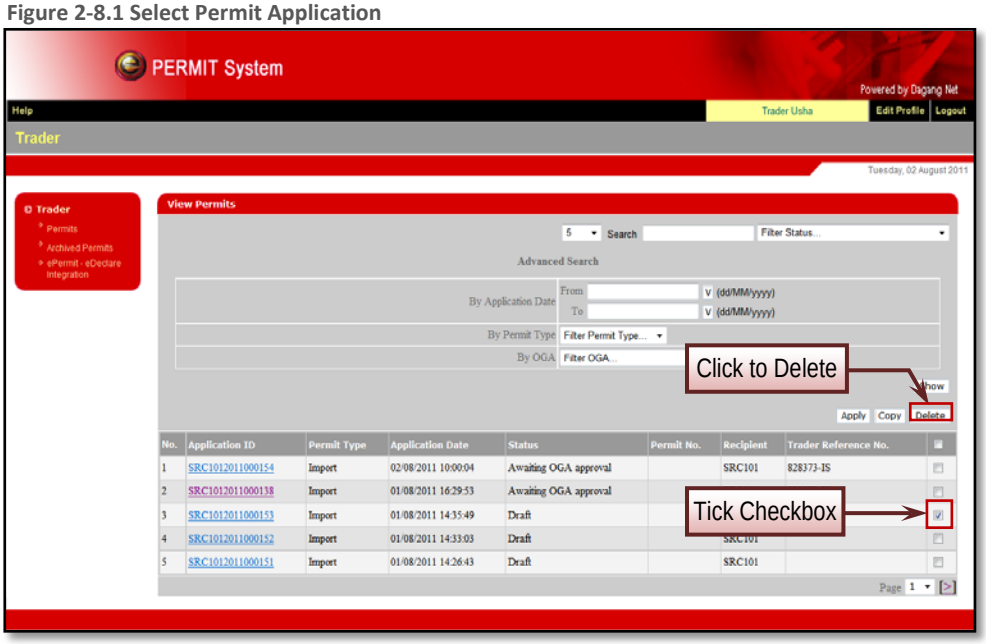
2.8 Delete Permit Application

You can only delete permit applications with 'Draft' status.

To delete a permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 2-8.1 Select Permit Application

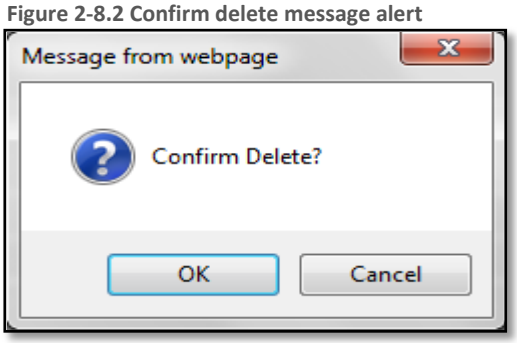


1 Select a permit application and tick ☑ the checkbox.

2 Click Delete button to proceed.

3 Delete confirmation window appears to confirm deletion of the application.

Figure 2-8.2 Confirm delete message alert



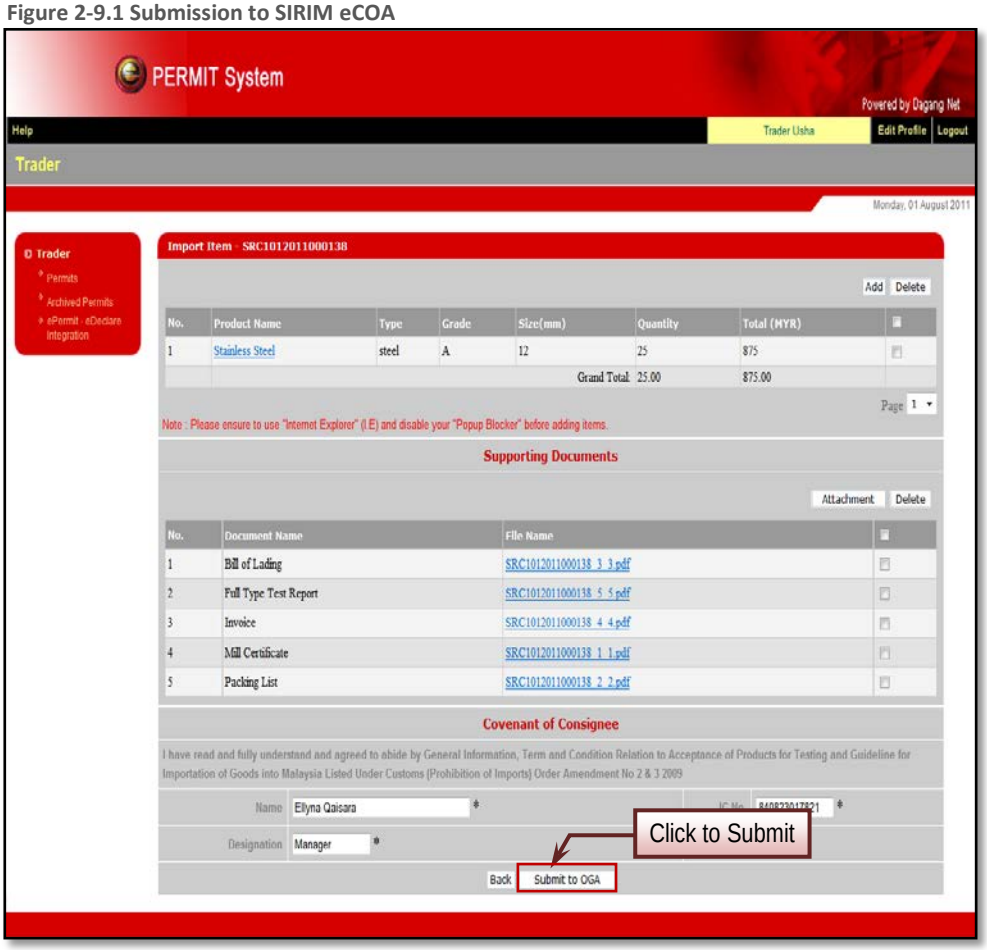
4 Click OK to proceed or Cancel to abort.

2.9 Submit Permit Application

Please refer to section 2.1 on apply import application. Follow the steps provided in the sections before submitting the permit application.

Step 1 Submission To SIRIM eCOA

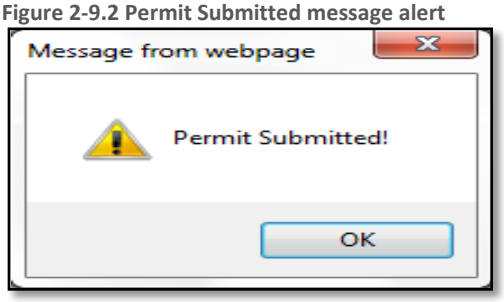
Figure 2-9.1 Submission to SIRIM eCOA



4 Click Submit to OGA button to submit.

5 **Permit Submitted** message window appears.

Figure 2-9.2 Permit Submitted message alert



1 Click OK button to proceed.

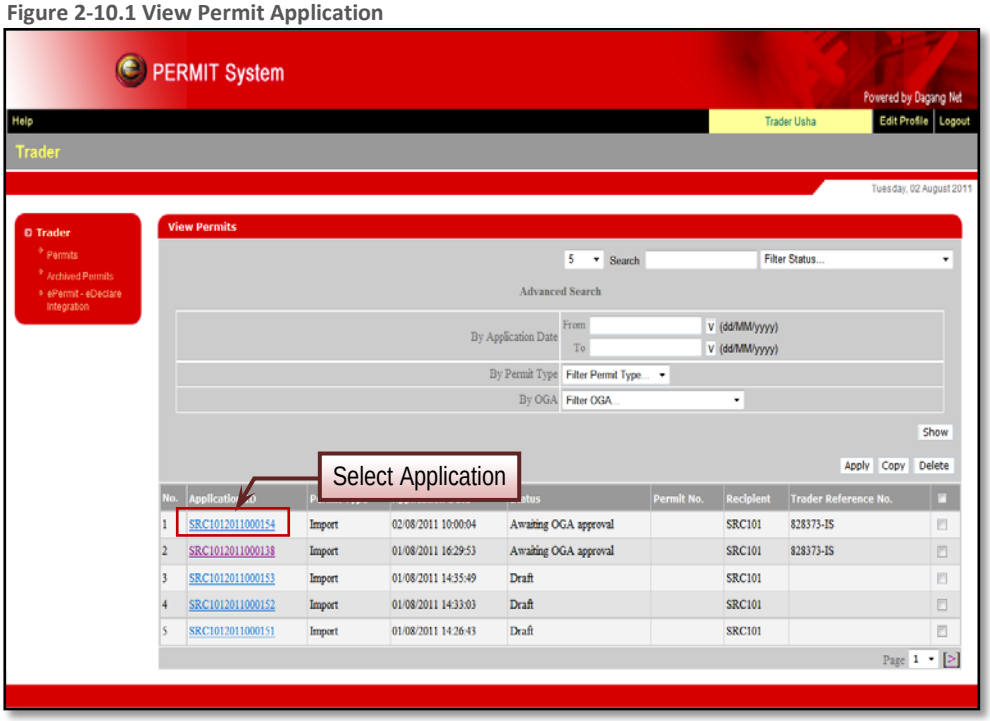
2.10 View Permit Application

You may view submitted permit applications.

To view permits, please follow the steps below:

Step 1 View Permit Application

Figure 2-10.1 View Permit Application



1 Select an application and click **Application ID** hyperlink.

2 **View Import Permit** screen appears.

NOTE: You can only view Import Permit details.

Figure 2-10.2 View Import permit details

View Import Permit - SRC10120110000154

OGA Name	SIRIM CERTIFICATE OF APPROVAL	Branch	Shah Alam, Selangor

Consignor Details

ROC / ROB	SRCFL-27	ROC / ROB	000048996-E
Company Name	Importer Iron Trading	Company Name	MILAN IRON AND STEEL SDN BHD
Company Address	Importer Iron Trading Level 23, HartaMas Square Kuala Lumpur	Company Address	No. 1478A, Jalan Laxamana 36000 TELUK INTAN Perak

Agent Details

Agent Name	Qaisara Trading Jr	Applicant Name	Hudzairi Yusof Sahlan
Agent Code	FA24-W	Applicant IC / Passport No.	820816019820
Agent Address	Avenue 5, The Horizon, Bangsaue No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	Applicant Designation	Manager
Mode of Transport	1 - Maritime	Applicant Phone No.	039832786
Purpose	2 - Business	Applicant Fax No.	039832787
Country of Origin	AU - AUSTRALIA	Applicant Email	hudzairi@gmail.com
Place of Origin	AUPAE - PORT ADELAIDE	Port / Place of Import	MYPKG - PORT KELANG
Consigned From	AU - AUSTRALIA	Location	MYLBL - HIGH SEA - WILAYAH PERSEKUTUAN LABUAN
Customs Station	H10 - IBU PEJABAT KASTAM	Trader Reference No.	828373-IS
Trader Remarks	urgent approval please		

Additional Details

Industry Sector	Transportation
Type of Application	Method 2(A): Consignment with Full Type Test Available

Manufacturer's Information

Manufacturer Name	Stainless Steel Factory	Contact Person	Calvin
Address	Selayang Baru	Phone No.	03877211923
Fax No.	03877211922	Email Address	calvin@gmail.com

Consignor's Additional Information

Contact Person	Yusri	Phone No.	0389982342
Email Address	yusri@gmail.com	Fax No.	0389982349

Information of Consignment

Name of Vessel / Flight / Conveyance	Warrow Mate	Bill of Lading No.	By Truck
Invoice No.	8278291729	ETA	27/07/2011
Packing List No.	89810	Port Location	Northport

Consignment Verification and Product Sampling Information

Combine Permit	✖		
Date of verification & Sampling	23/08/2011	Location and Address for Verification & Sampling	Kampung Baru Kuala Lumpur
Time of verification & Sampling	12:00		

Importer's Representative

Phone No.	0389823457	HP No.	0138902384
Fax No.	0389823453	Contact Person	Kamaruzzaman

Agent Information

Phone No.	0389238743	Fax No.	0389238744

Supporting Documents

No.	Document Name	Document Link
No supporting document for this permit.		

Quotation Information

No.	Date	Quotation No.	Quotation Link	Amount
No quotation information for this permit.				

Schedule Details

No.	Verification Date	Location	Remarks
1		Kampung Baru Kuala Lumpur	

Import Items

No.	Product Name	Type	Grade	Size (mm)	Quantity	Total (MYR)
1	Stainless Steel	steel	A	12	25	875
				Grand Total:	25.00	875.00

Permit Attachments

No.	Document Name	File Name
1	Bill of Lading	SRC10120110000154_3_3.pdf
2	Full Type Test Report	SRC10120110000154_5_5.pdf
3	Invoice	SRC10120110000154_4_4.pdf
4	Mill Certificate	SRC10120110000154_1_1.pdf
5	Packing List	SRC10120110000154_2_2.pdf

OGA Response

Verified By		Verified Date	
Approved By		Approved Date	
Permit No.		Effective Date	
Cancel Date		Expiry Date	
Cancellation Remarks		Cancellation Reference No.	
OGA Reference No.		OGA Remarks	
Response Code		Special Condition	

Permit Transaction

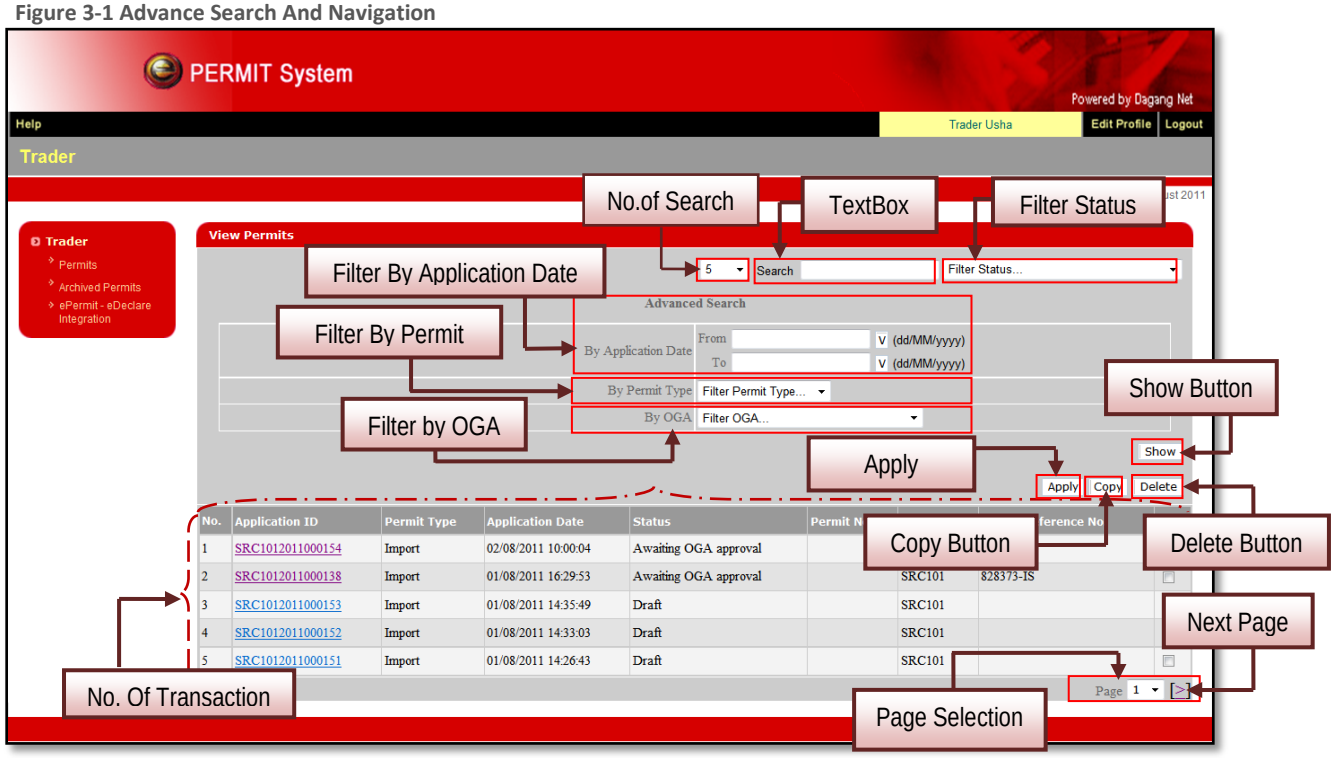
No.	Date	Time	Action	Response Description	Response From
1	02/08/2011	09:57:01	Draft	NA	NA
2	02/08/2011	10:00:05	Awaiting OGA approval	NA	NA

Cancel

3 Click Cancel to return to **View Permits** screen .

3 Advance Search and Navigation

Figure 3-1 Advance Search And Navigation

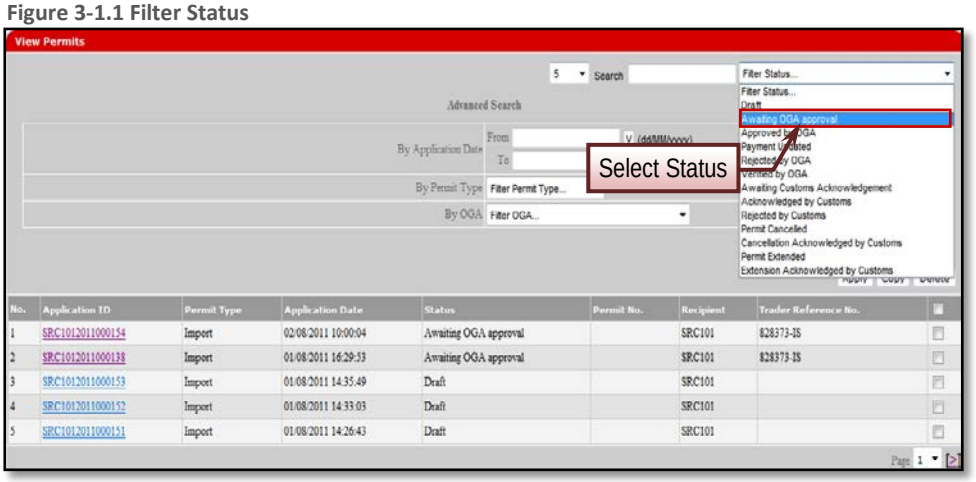


You may search for a permit application by one of the following methods;

a) **Filter Status**
b) **By Application Date**
c) **By Permit Type**
d) **By OGA**
e) **Search Item**
f) **Page Selection**
g) **Column Header**

a) Filter Status

Figure 3-1.1 Filter Status

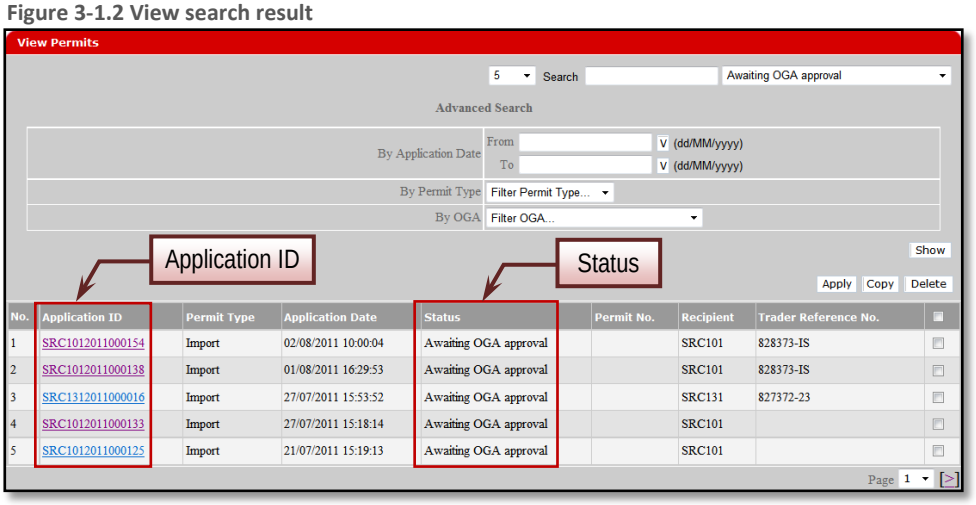


1 Click on **Filter Status** to view status.

2 Select a status; e.g: **Awaiting OGA Approval**.

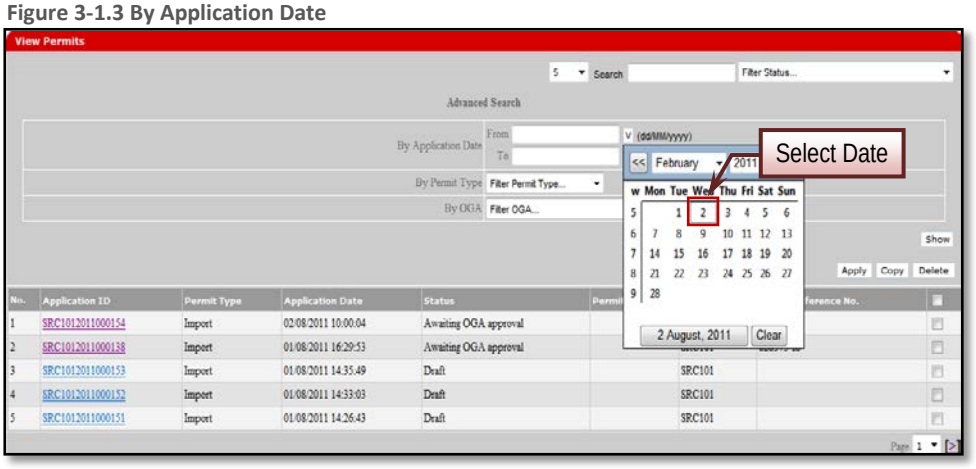
3 Click Show button to view search result.

Figure 3-1.2 View search result



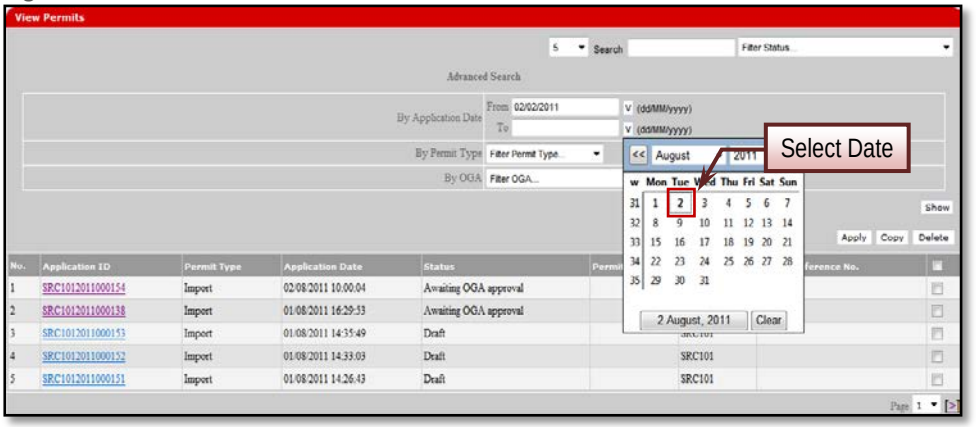
b) By Application Date

Figure 3-1.3 By Application Date



1 Click V to select “From” date; e.g: **02/02/2011**

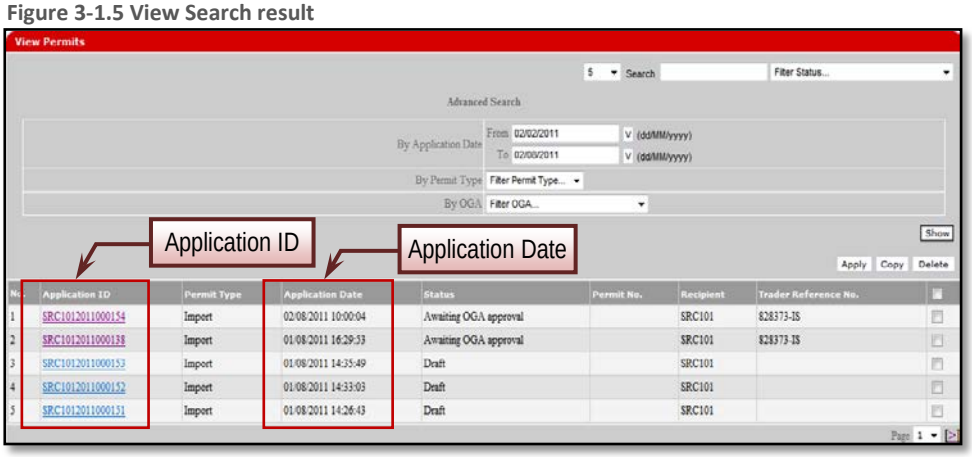
Figure 3-1.4 Select date



2 Click V to select “To” date; e.g: **02/08/2011**

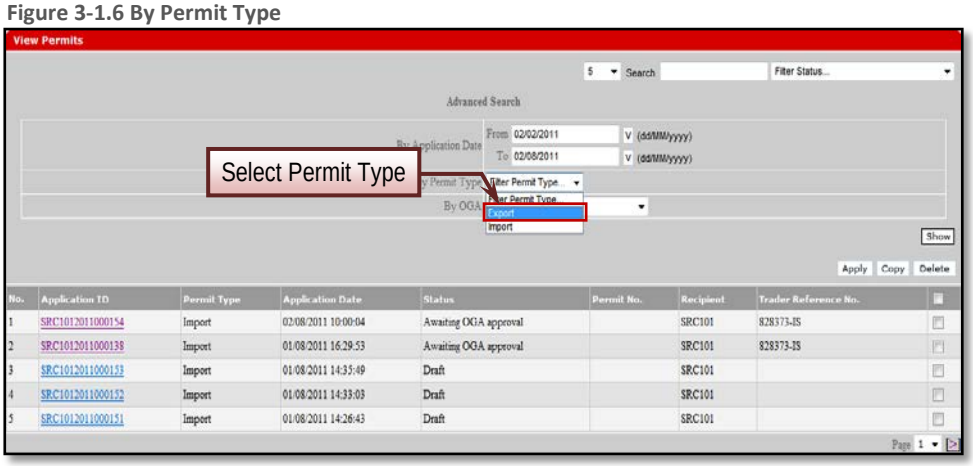
3 Click Show button to view search result.

Figure 3-1.5 View Search result



c) By Permit Type

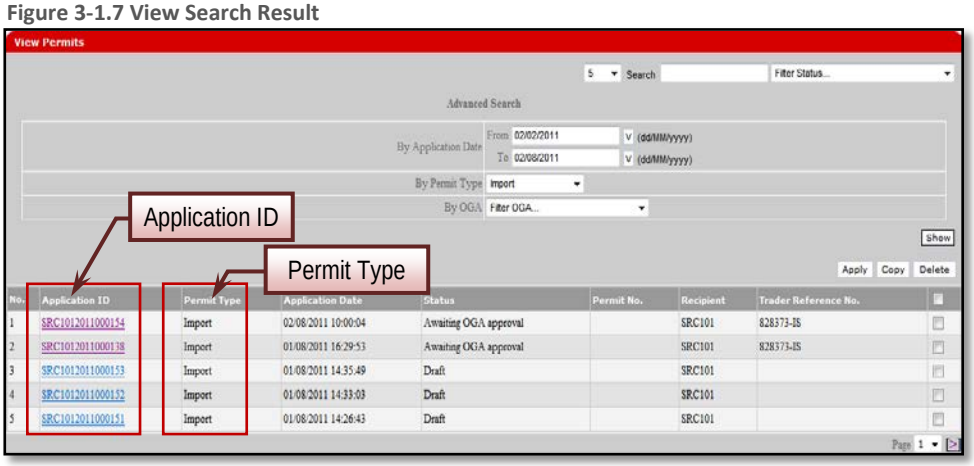
Figure 3-1.6 By Permit Type



1 Click ▼ to select **Permit Type**; e.g: **Import**.

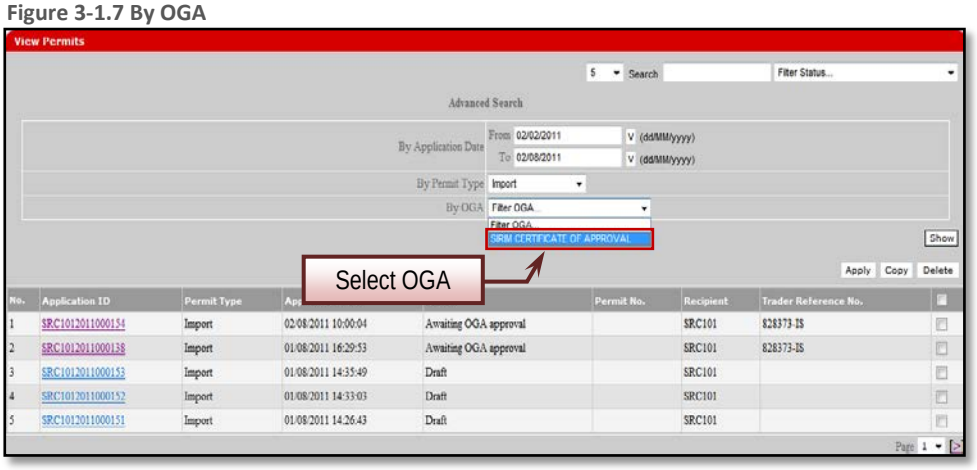
2 Click Show button to view search result.

Figure 3-1.7 View Search Result



d) By OGA

Figure 3-1.7 By OGA

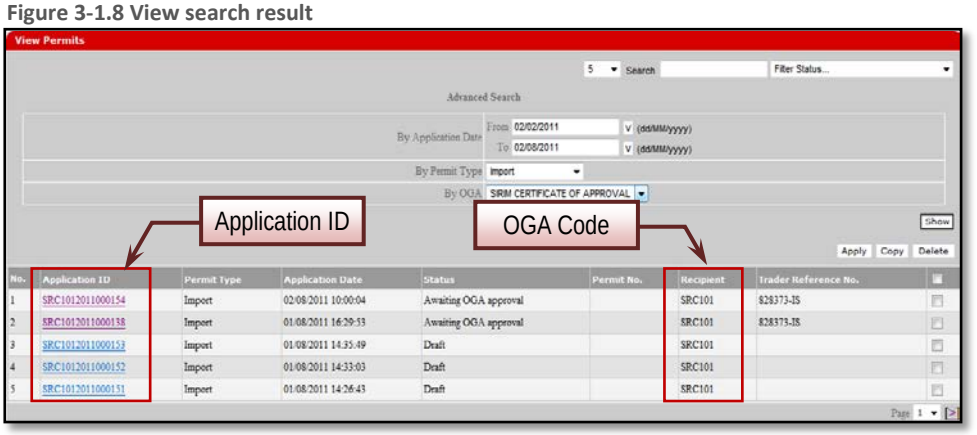


1 Click ▼ to select **OGA**; e.g: **SIRIM CERTIFICATEOF APPROVAL**

2 Click Show button to view search result.

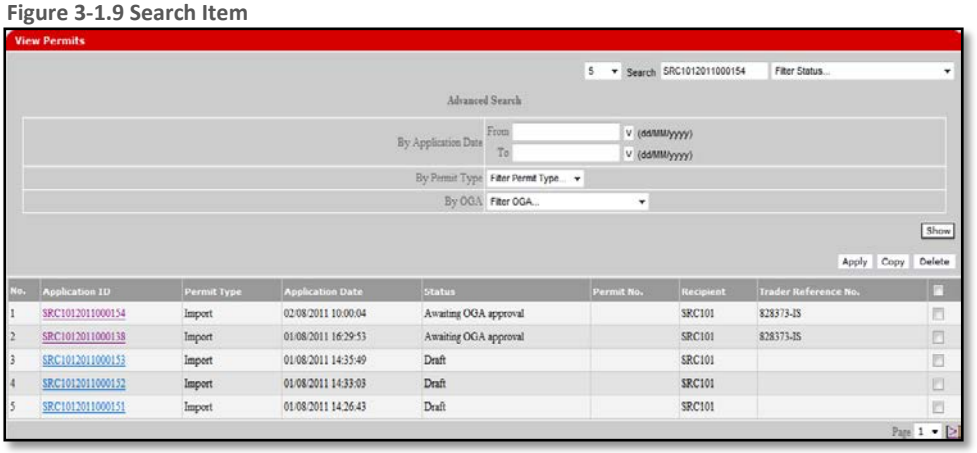
3 **OGA Code** for **SIRIM COA Iron & Steel** ; **SRC1012011000154**

Figure 3-1.8 View search result



e) Search Item

Figure 3-1.9 Search Item

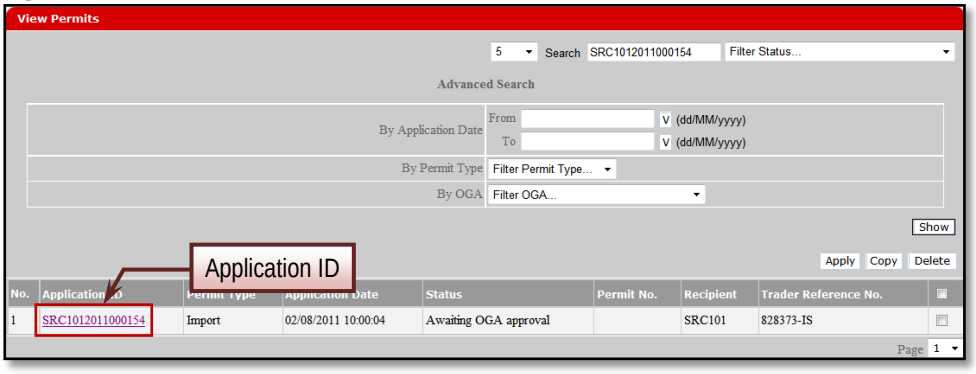


1 Enter search item into the **Search** text box; e.g. **SRC1012011000154**

NOTE: Allows to search by way of an Application ID, a Permit No. or an OGA Reference No.

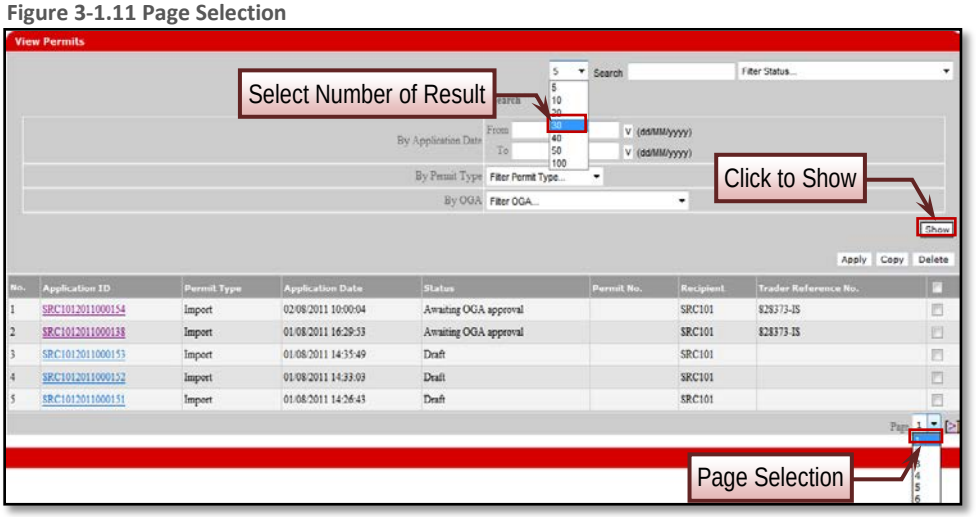
2 Click Show button to view search result.

Figure 3-1.10 View Search result



f) Page Selection

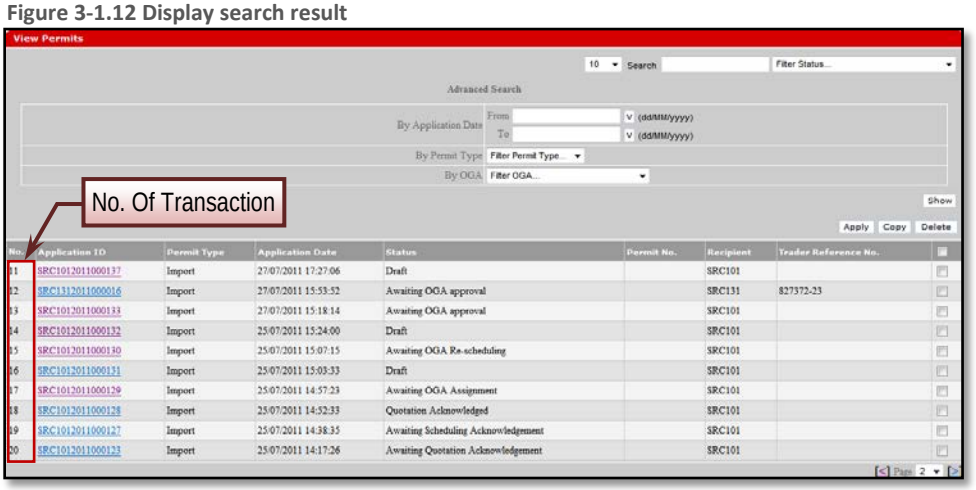
Figure 3-1.11 Page Selection



1 Select a number from the 10 drop down list box. You may choose the number of result to be shown; e.g: **10**.

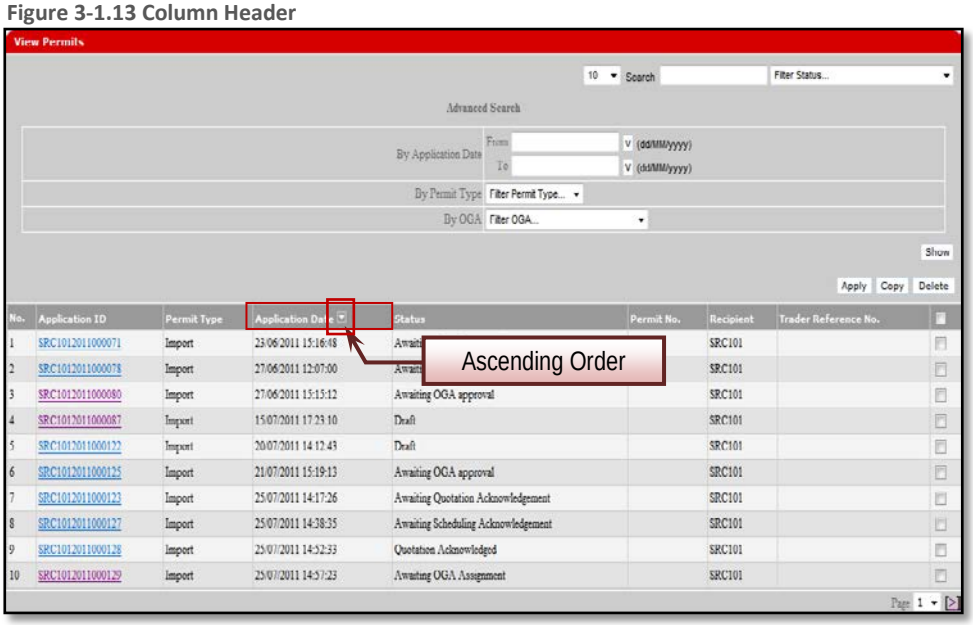
2 Click on Show button to display search result as follows:

Figure 3-1.12 Display search result



g) Column Header

Figure 3-1.13 Column Header



1. Click once at the header of Application Date column, the transactions will be displayed in **ascending** order; click TWICE and it will be displayed in **Descending** order as follows; the other columns work in the same manner.